



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2021
DATE ISSUED 11 JUNE 2021

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF TRANSPORT:** Kindly note that the following post was advertised in Public Service Vacancy Circular 12 of 2021 dated 09 April 2021, The Requirements have been amended as follows: Deputy Director: Server Administration: (Pretoria) with Ref No: DOT/HRM/2021/33; An appropriate NQF level 6/7 in Information Technology or Computer Science and at least 5 years working experience of which 3 years must be at Assistant Director level in ICT environment. The closing date has been extended to 28 June 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. Deputy Director Server Administrator.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	04 - 05
EMPLOYMENT AND LABOUR	B	06 - 09
FORESTRY FISHERIES AND THE ENVIRONMENT	C	10 - 11
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM	D	12 - 13
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	E	14 - 17
GOVERNMENT TECHNICAL ADVISORY CENTRE	F	18 - 21
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	22 - 28
OFFICE OF THE CHIEF JUSTICE	H	29 - 35
OFFICE OF THE PUBLIC SERVICE COMMISSION	I	36 - 37
PUBLIC SERVICE AND ADMINISTRATION	J	38 - 39

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	K	40 - 46
FREE STATE	L	47 - 50
GAUTENG	M	51 - 70
KWAZULU NATAL	N	71 - 109
MPUMALANGA	O	110 - 128
NORTHERN CAPE	P	129 - 130
NORTH WEST	Q	131 - 139
WESTERN CAPE	R	140 - 147

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape/ Ms N Sathege
- CLOSING DATE** : 28 June 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

OTHER POST

- POST 21/01** : **DEPUTY DIRECTOR: SALARY MANAGEMENT REF NO: DBE/40/2021**
Branch: Finance and Administration
Chief Directorate: Financial Services, Security Asset Management and Logistical Services
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (All-Inclusive remuneration package)
: Pretoria
: A three year relevant (NQF level 6) post matric qualification; At least 4 years' supervisory experience in the area of payroll/salaries and Public Service financial management with specific focus on salaries, payroll (PERSAL), taxation, revenue, debtors and service terminations; Knowledge and understanding of the Public Sector Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation; Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll; Ability to develop and apply policies; Computer literacy, planning, organising, communication (verbal and written), numeracy and accuracy skills; People Management and Leadership skills; A good understanding of BAS, PERSAL and other Computer Systems.
- DUTIES** : The successful candidate will: manage payroll/salaries related procedures in the Department, manage debt collection process, evaluate organisational needs, develop long-term institutional goals, establish budgets and direct resources to ensure budget guidelines are met; Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled; Clear PERSAL exceptions; Prepare and submit monthly and bi-annual tax reconciliation; Supervision of payroll reports; Respond to audit finding; Develop and implement financial management policies; Manage deductions and claims process; Manage service termination procedures; Perform PERSAL controller functions in the Department.
- ENQUIRIES NOTE** : Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290
: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted

candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 28 June 2021 at 16:00
- NOTE** : All attachments must be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

- POST 21/02** : **PRINCIPAL MEDICAL OFFICER: GRADE 3 REF NO: HR 5/1/2/3/71**
- SALARY** : R1 089 693 per annum (OSD)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : MBCHB Degree. Diploma in Occupational Health (DOH). Registration as Medical Practitioner with the South African Medical and Dental Council .10 years' experience as a medical practitioner after registration. At least 3 years' experience in Occupational Medicine Practice. Knowledge: Compensation Fund business, services, strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996. Public Service Regulations. Public Service Act.

PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical Knowledge. Legislative Requirements: COIDA Act. Occupational Health and Safety Act (OHS). National Health Act and related Regulations. Skills: Required Technical Proficiency/ Medical Skills. Business Writing Skills. Required IT Skills. Strategic Leadership. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environment Awareness.

DUTIES : Manage research into occupational diseases trends. Manage stakeholder relations with respect to research on occupational injuries and diseases. Manage and provide advice on medical aspects of compensation claims. Management of resources.

ENQUIRIES : Dr B Ndzuta Tel No: (012) 406 5856

APPLICATIONS : direct your applications to: Jobs-CF2@labour.gov.za

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

POST 21/03 : **DEPUTY DIRETOR: PROVICAL SUPPORT REF NO: HR 5/1/2/3/72**

SALARY : R733 257 per annum, (inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Operations Management or Business Management or Business Administration .3 years' functional experience on the relevant field .2 years' supervisory experience. Knowledge: Compensation Fund policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Legislative Requirement: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act. PFMA and National Treasury Regulations. COIDA. Skills: Planning and Organizing. Strong analytical skill. Communication skills-Both Written and Verbal. Report writing. Decision making. Budgeting and Financial Management. Continuous improvement. Stakeholder relations management. Client orientation and customer focus. Problem solving and analysis. Relationship management/alliance partnering. Diversity management. Critical systems thinking.

DUTIES : Manage the implementation of the Fund's Annual Performances Plan across CF Operations in Provinces. Manage the implementation of the Work-plan across CF Operations in Provinces. Manage the implementation of the Fund's performance information policy and procedures across CF Operations in Provinces. Manage provincial visits in order to provide technical support to improve the Fund's performance. Manage all resources in the sub-directorate.

ENQUIRIES : Mr MJ Ledwaba Tel No: 012 406 5664

APPLICATIONS : direct your applications to: Jobs-CF1@labour.gov.za

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

POST 21/04 : **ASSISTANT DIRECTOR: CO-ORDINATION, MONITORING & EVALUATION REF NO: HR 5/1/2/3/73**

SALARY : R376 596 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year Tertiary qualification in Business Management (Administration) /Pubic Management (Administration)/ Sociology / Psychology. 4 years' Functional experience in Policy coordination, Monitoring and Evaluation environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Monitoring and Evaluation Framework. Policy Research Framework. Financial and Budgeting management. Application of research methodology. COIDA. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Public service regulations Act. Public Service regulations. Skills: Communication skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, providing policy support, development processes and maintain repository. Conduct the advocacy session are conducted for redefined and newly developed policies.

ENQUIRIES : Mr MJ Ledwaba Tel No: 012 406 5664
APPLICATIONS : direct your applications to: Jobs-CF1@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/05 : **ASSISTANT DIRECTOR: SYSTEM ADMINISTRATOR FINANCE REF NO: HR 5/1/2/3/74**

SALARY : R376 596 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Information Systems/ Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. COIDA guidelines. Public Service Act (PSA). Legislative Requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotions of Access to Information Act. Skills (with Related Knowledge): Required Technical Proficiency. Business Writing Skills. Communication (verbal and writing). Customer Focus and Responsiveness. People and performance management. Diversity management. Managing Inter-personal conflict and resolving problems. Planning and organising. Problem solving and decision making. Team Leadership.

DUTIES : Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervision of staff.

ENQUIRIES : Ms WT Malapela Tel No: (012) 406 5743
APPLICATIONS : direct your applications to: Jobs-CF8@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/06 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR 4/4/8/400**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. Four (4) year experience of which two (2) years must be at Supervisory level and two (2) years functional experience in Finance. Valid drivers license. Knowledge: Public Service Transformation and management issues, White Paper in transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Departmental policies and procedures, Batho pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication Interpersonal relations, Ability to build high-performance teams, Computer literacy, Computer literacy, Ability to build high performance teams, Computer literacy, Project management, Strategic management, Communication Analytical, Problem solving, Conflict management, Driving.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, Persal, Safety web, etc). Coordinate, review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the province. Manage expenditure in the province. Manage all resources in the section.

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204

APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or handdeliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs2@Labour.gov.za

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

POST 21/07 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/8/83**

SALARY : R376 596 per annum

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : Three (3) year relevant tertiary qualification in Transport Management or equivalent in the relevant Field. Two (2) years supervisory experience and Two (2) years functional experience in Fleet and/or Transport Services. A Valid driver's license. Knowledge: Public Service Financial Management, Departmental Policy and Procedures, Project management, Intermediate Human Resource Development, General Management, Strategic Management, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, People management.

DUTIES : Provide inputs and implement policies pertaining licensing of Provincial vehicles. Monitor licensing disc and tracking system disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operation of the subsidised motor transport scheme.

ENQUIRIES : Mr TD Mhlophe Tel No: (053) 838 1501

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NC@labour.gov.za

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 19 July 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. 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. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the position advertised in Public Service Vacancy Circular 19 dated 28 May 2021, The Reference number has been amended as follows: HR Practitioner: Skills Development Ref No: CMS 16/2021. The closing date has been extended to 28 June 2021. Also note that the position Assistant Director: Commercial Forestry Ref No: FOM03/2021 (X2 POSTS) has been retracted, the amended advert will be published in another circular.

MANAGEMENT ECHELON

<u>POST 21/08</u>	:	<u>DEPUTY DIRECTOR-GENERAL: BIODIVERSITY AND CONSERVATION REF NO: BC04/2021</u>
<u>SALARY</u>	:	R1 521 591 per annum, (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification in Natural or Physical Sciences or Environmental Management or relevant qualification and a post graduate qualification (NQF level 8) as recognized by SAQA. Extensive experience in the relevant field. Applicants must have 8 -10 years of experience at senior management level. Knowledge of environmental, tourism and development issues (globally, regionally, locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Knowledge of strategic coordination and planning. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Sound organising, planning and leadership skills. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by National School of Government (NSG).
<u>DUTIES</u>	:	Provide overall leadership and directing of the Branch: Biodiversity and Conservation by ensuring the strategic management and co-ordination as well as the successful functioning of the Branch. Manage the biodiversity conserved, protected and threats mitigated and improved compliance with environmental legislation. Plan, manage, protect and conserve the country's biological resources and ecosystems for human well-being and sustainable development. Ensure a nature-based biodiversity economy through appropriate policies, legislation and programmes. Promote and regulate sustainable use, as well as fair and equitable sharing of benefits arising from utilisation of biological resources.
<u>ENQUIRIES</u>	:	Mr G. Ntshane Tel No: 012 399 8628 / Cell: 079 879 9656

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 02 July 2021
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers license where required. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration.

OTHER POST

- POST 21/09** : **SENIOR ASSET CLERK REF NO: 3/1/5/1-21/43**
Directorate: Security and Facilities Management
- SALARY** : R208 584 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6) in Public Management/Administration/Logistics Management, or equivalent qualification. Two (2) years relevant experience. Excellent communication and interpersonal skills. Computer literacy. Ability to work well under pressure. Knowledge of LOGIS and proven experience in facilities environment and asset management through LOGIS. Valid driver's license and be prepared to travel to Provincial Offices.
- DUTIES** : The successful incumbent will be responsible for ensuring proper control of Departmental Assets, developing and implementing action plans for assets management in terms of asset verification, disposal management, etc. Barcoding of departmental assets. Handling asset related queries. Conducting asset

ENQUIRIES

verification in head office and provincial offices. Compiling of monthly report for LOGIS and BAS. Updating of inventory control sheet for all directorates within Head Office. Liaise with Head Office and Provincial Offices with regards to asset disposal. Regular updating of asset registers.
: Mr Mendrick Mlondobozi Tel No: (012) 473 0182

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 28 June 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 sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful

candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 21/10 : **SENIOR MANAGER: ENTERPRISE WIDE RISK REF NO: SM/EWR/2021/06-1P**
Enterprise Wide Risk
The purpose of the job is to establish and maintain an appropriate risk management service within the GPAA. One permanent position is currently available at GPAA for Senior Manager Enterprise Wide Risk

SALARY : R1 057 326 - R1 245 495 per annum, (all-inclusive package)
CENTRE : Pretoria

REQUIREMENTS : A recognized Bachelor's Degree in Risk Management/Accounting/Auditing or related field or equivalent three year qualification (NQF level 7) as recognized by SAQA. A post graduate qualification in Risk Management will serve as an added advantage. Minimum of eight years demonstrated experience in the Risk Management field of which five years should have been at a middle/senior managerial level. Extensive knowledge of Risk management tools. Intensive knowledge of PFMA and National Treasury Regulations, financial management and Provisioning Administration. Display superior understanding of integrated Risk Management principles and practices such as Corporate Governance: King IV, COSO, ISO31000, 22301 and their incorporation into various business processes. Membership with a professional body in the Risk Management field. Knowledge and experience in the Barnowl system will serve as an added advantage. Experience within Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of the Enterprise Risk management framework, methodology and risk value chain (COSO, ISO31000 etc.). Knowledge of Information Audit tools, techniques, methodologies and approaches (PRINCE2, COBIT, ISO22301). Knowledge of Fraud and Criminal investigation tools, techniques, methodologies and approaches. Knowledge of Corporate Governance (King IV). Knowledge of Prescribed Regulations, Policies such as PFMA and Treasury Relations. Knowledge of Public Service Regulations and other Government prescripts. High level of communication skills. Project management. Strategic decision making. Leadership skills. Initiative. Collaboration skills. Delegation skills. Problem solving analysis. Initiative. Emotional intelligence. Integrity. Ability to see the bigger picture. Demonstrable commitment. Customer service orientation. Structured approach.

DUTIES : Ensure implementation of ERM Strategy: Implement and monitor achievement of an effective Business Plan and budget for Enterprise Risk to support the achievement of GPAA's strategic objectives. Implement and maintain Enterprise Risk policies, procedures, frameworks, methodologies, templates and processes in accordance with best practices (COSO, ISO3100, King IV, Prince2, COBIT etc.). Ensure implementation of an effective short, medium and long term operating strategy for Enterprise Risk. Participate in the annual strategic planning cycle to assist GPAA business units to facilitate in the identification of key Enterprise Risk requirements and implications of business decisions. Analyze trends and prepare reports to provide recommendations and relevant Enterprise Risk management information to GPAA management to take appropriate action when needed. Identify, track and implement new developments in practices to improve the effectiveness and efficiency of the Enterprise Risk function. Ensure and monitor implementation of a management effectiveness and leadership strategy. Ensure implementation, monitoring and maintenance of relevant policies, standard operating procedures, guidelines, frameworks and processes, achieving compliance with Public Service requirements. Engage in strategic relationships with relevant stakeholders to serve the interest of the business unit. Lead the Enterprise Risk and IT Risk process: Compile the Strategic Risk Register, including development of Risk appetite and tolerance levels to serve as alerts to GPAA management should risks exceed key thresholds. Undertake and facilitate risk assessments to determine the GPAA's current risk exposure (strategic etc.). Proactively monitor and manage risks identified to minimize risk exposure

(strategic etc.). Develop, implement and maintain a risk management scorecard to report risk ratings on a monthly basis. Generate reports and submit to governance structures (EXCO, Risk Management Committee, Audit Committee, EXCO to EXCO, FAC-GEPF, NT and other related structures). Develop, implement and monitor risk mitigation strategies to manage risk exposure (strategic etc.). Develop, implement and monitor action plans for business units to manage operational risk effectively. Implement and maintain an effective system of internal controls, control environment and delegation of authority. Oversee training/risk awareness of employees in the use of risk management tools and techniques. Set up, manage and maintain risk management committee and forums. Identify, procure, implement and maintain an appropriate risk management system to improve effectiveness and efficiency of risk management. Ensure each business unit strategy incorporate risk management principles. Ensure the incorporation of risk management in performance contracts of senior management. Ensure appointment of risk champions and liaise with external and internal auditors. Business Continuity Process: Assist in the development, implementation and maintenance of the Business Continuity Management functions i.e. Business Impact Analysis, Disaster recovery plan or requirements. Overseeing of Operations of the Business unit: Assess the provision of Enterprise Risk support and advice to line managers to ensure that line managers are fully equipped to deal with Enterprise Risk strategy related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Enterprise Risk policies, processes, methodologies and procedures. Monitor compliance with relevant legislation throughout all Enterprise Risk functions. Manage planning of resource requirements for the organisation to ensure sufficient resources are in place to meet service delivery demands. Analyse service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and monitor mitigation of risks. Establish and manage agreed budgets in consultation with the Chief Risk Officer, ensuring that costs are contained. Manage, coordinate and oversee the daily operational activities of the sub unit to ensure that it functions optimally, effectively and efficiently. Proactively mitigate employee relations risks and ensure information flow and alignment with all stakeholders to ensure effective engagement. People Management: Ensure the development and management of staff within the business unit. Implement and maintain a relevant management approach to support effective business results within the business unit. Develop and sustain a culture of high performance, professionalism, innovation and integrity to support overall quality of service delivery. Set, agree and monitor performance of direct reports, check that such are aligned with planned targets. Ensure employment equity compliance and facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures.

- ENQUIRIES** : Mapule Mahlangu Tel No: 012 399 2639. Application Enquiries: URS Response Handling Tel No: 012 811 1900.
- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to gpaa17@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 21/11** : **CUSTOMER SERVICE AGENT REF NO: CSA/PE/2021-06-3C**
Client Services
The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Various contract Customer Service Agent positions based at Port Elizabeth Satellite Office are currently available in the Government Pensions Administration Agency.
- SALARY** : R208 584 per annum (Level 06), (plus 37% in lieu of benefits)
CENTRE : Port Elizabeth
REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits NQF 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR a Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage The applications of individuals currently residing in the Province applying for may receive preference (Eastern Cape). Excellent problem solving skills. Excellent presentation skills. Excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for (Eastern Cape).
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; follow up and finalize enquiries referred to other business units, within the agreed time frames; respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; interact with the departments and members regarding outstanding queries; relationship management on any changes happening in the various sections; provide/ request feedback to various clients and stakeholders; follow-up with business units and provide feedback to clients until cases are finalized; effective and efficient administration of documents received; provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; compile and submit daily, weekly and monthly production statistics to the supervisor; check and update consolidated/escalation lists to the supervisor.
- ENQUIRIES** : Felicia Mahlaba Tel No: 012 319 1455
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za quoting the reference number in the subject heading of the email.
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 28 June 2021 at 12pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications, and ID should be submitted. Certification should be not older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

OTHER POSTS

- POST 21/12** : **MONITORING AND REPORTING SPECIALIST JOBS FUND REF NO: G04/2021**
Term: 36 Months Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R733 257 - R863748 per annum (Level 11), (all-inclusive package)
: Pretoria
: A degree (NQF level 7 qualification) or equivalent qualification in Economics, Social Sciences or related/relevant field. A postgraduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an added advantage. Minimum 6-8 years' experience in monitoring, measurements and evaluation of development programmes and/or projects. 2 years in the managerial position or level, experience in the public service will be an added advantage. Competencies Required: Monitoring, Evaluation and Reporting: In-depth knowledge of establishing monitoring and evaluation frameworks and indicators, and development and implementation of qualitative and quantitative monitoring, evaluation and reporting approaches, methodologies and tools. Project Management: Knowledge of projects management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Grant Management: Knowledge of grant funding (non-repayable funds) and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal and data standardization processes. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing: Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programmes and other applications associated with computers

(MSOffice general, Internet and emails) Includes the ability to learn new applications associated with the business. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Information Management: The ability to gather, prepare, house and share the organisationally-relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy.

DUTIES

: To monitor and track the performance of a portfolio of Jobs Fund projects, to provide regular reporting on their progress, and to conduct/manage knowledge-generating projects (e.g. evaluations, case studies, etc.), which would include the development of key documents to promote the lessons learned by the organisation. Projects and Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for the Jobs Fund (JF) projects at project inception to ensure integration of monitoring and measurement at all project's phases. Participate in Monitoring and Reporting planning and design meetings for the determination of project outcomes, outputs and measurement criteria. Design of results chains. Identification of data sources for baseline assessments. Development of data collection methods. Develop and submit proposals for JF projects monitoring and reporting systems. Collate, process and lodge of JF monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Projects Monitoring and Reporting Administration: Review JF project reports from the Grant Management System (GMS). Test the validity and integrity of JF project reported information against norms and standards, and record discrepancies and oversights. Prepare recommendations for the enhancement of processes and procedures. Disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums to establish dialogue on reported project progress and evaluation results. Monitoring and Reporting Capacity Development and Learning: Ongoing liaison and engagements with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurements and reporting tools, systems and the Jobs Fund reporting mechanisms. Collate, distribute and file learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and Reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, distribution and filing of research reports. Integrate findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes for, inter

		alia, record keeping and referencing. Maintain JF internal and external platforms and mechanisms for the dissemination and interpretation of information.
<u>ENQUIRIES</u>	:	Kaizer Malakoane Tel No: (012) 315 5442
<u>POST 21/13</u>	:	<u>ASSISTANT DIRECTOR: FINANCE, AUDIT AND VERIFICATION JOBS FUND REF NO: G05/2021</u> Term: 36 Months Fixed Term Contract
<u>SALARY</u>	:	R376 596 – R443 601 per annum (Level 09), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree (NQF level 7 qualification) or equivalent qualification in Finance, Auditing or related/relevant field. A Public Finance Management qualification will be an added advantage. Minimum 2-5 years' experience in Financial Management or Administration of budget and financial auditing. Experience in the public service will be an added advantage. Competencies Required: Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.
<u>DUTIES</u>	:	To assist with the Jobs Fund project finance administration function, analyzing processing inputs from the stakeholders in terms of the applicable guidelines, policies and regulations. This includes providing administrative support to the

finance unit in respect of fund and project audits, internal control assessment, process improvements, site visits, due diligence reviews, financial verification of project documents and budget preparation for the Jobs Fund and its projects. Financial Administration: Collecting and verifying financial source documents. As a backup to the administrator, assist in procurement processes for service providers & Prepare invoices. Project financial reconciliations. As a backup to the administrator, provide quality control of all documentation. Ensure financial evidence records are compliant with Fund protocols. As a backup to the administrator, provide a coordinating role during key activities such as learning events, key meetings. Verification of project financial records for accuracy and completeness. Budget process: Assist with the compilation of the Jobs Fund's drawdown budgets based on projections from projects. Assist with resource requirements assessment as part of the operations budgeting process. Assist with verification of accuracy and completeness of financial projections and other supporting documentation for projects. Assist with tracking project progress against subsequent financial contractual obligations within the portfolio of projects. Performance analysis and reporting: Assist in the processing of information to determine project budgets for the financial year. Assist in compiling progress reports on the status of all project budgets. Assist in checking accuracy and completeness of project budget submissions for approval by the Deputy Director General. Assist in on site financial evidence verification work for projects as required. Project Audits and verification: Assist in the review of project audits and compilation of progress logs against outcomes of the audits. Support the Jobs Fund and Jobs Fund Partner team as they prepare for Project audit. Assistance with internal control checks of the project portfolio in line with Jobs Fund Guidelines. Assist in the assessment of risks and internal controls by identifying areas of non-compliance; and assistance in evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues. Provide suggestions on improving internal controls. Assist in the verification of quarterly financial information for projects to ensure alignment with contracted project terms and milestones. Assists with the compilation of all financial evidence in preparation of the Fund's Audits. Assist in supporting external auditors and their information requirements as part of the Audit process. Preparation of compliance dashboards, training areas, training research and material.

ENQUIRIES

:

Kaizer Malakoane Tel No: (012) 315 5442

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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

<u>CLOSING DATE</u>	:	28 June 2021
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address provided below or email address specified to each post. The email must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 21/14</u>	:	<u>OFFICE MANAGER REF NO: 21/158/CD</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Deputy Director-General: Constitutional Development, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 years National Diploma/ Degree in Public Administration or equivalent qualification (NQF level 6); 3 years management experience; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service environment. Skills and Competencies: Communication skills (written and verbal); Computer literacy (Ms Office, Intranet and internet); Interpersonal skills; Planning and organizing skills; Strategic thinking; Research skills; Project management; People management; Customer service orientation; Ability to work independently and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Provide administration functions in the office of the Constitutional Development Branch; Manage finance and procurement of goods and services of the Branch; Manage documents in the Constitutional Development Branch (filing, records, office equipment's etc.); Assist and support the development of the Constitutional Development branch strategy; Direct and manage projects, implement systems and processes aimed at improving the Office; Compile and analyse monthly and quarterly statistics and submit to Branch Head.
<u>ENQUIRIES</u>	:	Ms. M Kganyago Tel No: (012) 315 1844
<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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 21/15** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 21/151/SA**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : State Attorney: Bloemfontein
: 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 license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164
: 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
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 21/16** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): REF NO: 21/152/CLO**
- SALARY** : R473 820 – R1 140 828 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Chief Litigation Office: Law Enforcement
: An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal system; Experience in providing legal support in civil matters; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication and Interpersonal relations; Innovative and analytical thinking; Planning and organizational skills; Financial management; Research and report writing skills; Project management.
- DUTIES** : Key Performance Areas: Investigate, evaluate and conduct litigation analysis; Formulate policy, implement and provide inputs for strategic planning; Render advice to improve performance and deal with Parliamentary enquiries; Monitor and evaluate implemented corrective action.
- ENQUIRIES APPLICATIONS** : 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 Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

- POST 21/17** : **COURT MANAGER REF NO: 2021/78/GP**
- SALARY** : R470 040 – R553 667 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Roodepoort
- REQUIREMENTS** : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; At least 3 years managerial or supervisory experience; Experience in office and district administration; Knowledge of Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements
- ENQUIRIES** : Ms RR Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng, Private Bag X6, Johannesburg, 2000
- POST 21/18** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2021/77/GP**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Gauteng
- REQUIREMENTS** : A three (3) year National Diploma/Degree in Labour Law/ Labour Relations or relevant equivalent qualification; At least 3 years relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver's license. Skills and Competencies: Communication. Interpersonal relationship. Ability to build high performance teams; Computer literacy; Project Management Strategic management. Analytical thinking. Problem Solving. Conflict Management.
- DUTIES** : Key Performance Areas: Assist in managing the grievance procedure/ disciplinary processes. Undertake labour relations research, plan activities and management of resources; Provide expert advice to management in all Labour related matters; Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievance and dispute resolution; processes. Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; Facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation of the approved policy. Administer the appointment of Presiding Officers and Investigation Officers.
- ENQUIRIES** : Ms R Moabelo Tel No: (011) 322 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: RMoabelo@justice.gov.za and FoMathebula@justice.gov.za
Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng, Private Bag X6, Johannesburg, 2000
- POST 21/19** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 21/150/DG**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

<u>REQUIREMENTS</u>	:	National Diploma/ Bachelors Degree with Quantitative Techniques (or Statistics) as a subject (NQF6); Minimum of 3 years experience in strategic planning; Knowledge and understanding of Policy Development. Skills and Competencies: Computer literacy (MS Word, Excel and Power Point); Research and analytical skills; Report writing skills; Accuracy and attention to detail; Communication skills (verbal and written); Presentation and facilitation skills; Planning and organizing skills; Analytical skills;
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and implement policies and prescripts; Facilitate the development and submission of strategic plan to the Head of Department; Align the strategic plans with the Department's strategic goals; Facilitate planning on departmental programmes.
<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 Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001OR 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 21/20</u>	:	<u>LEGAL ADMINISTRATION OFFICER-(MR 5): REF NO: 2021/76/GP</u>
<u>SALARY</u>	:	R373 389 – R 912 504 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>	:	Regional Office Gauteng
	:	An LLB Degree or four year recognise qualification; At least 8 years appropriate post qualification legal experience, Sound knowledge of the South African Legal System; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Report writing skills; Research ability; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Recover and/or dispose of losses/damage to state money and property in accordance with the provisions of Chapter 11 and 12 of the Treasury Regulations and Departmental Financial Instructions; Draft Legal documents and give legal advice on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions, representations and complaints from civil society and other government Departments; Perform Legal research; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Email Address: RMoabelo@justice.gov.za and FoMathebula@justice.gov.za
	:	Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng; Private Bag X6, Johannesburg, 2000
<u>POST 21/21</u>	:	<u>INTERNAL AUDITORS (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Mahikeng Ref No: 21/146/IA (Mahikeng) Regional Office; Gauteng Ref No: 21/147/IA (Gauteng)
<u>REQUIREMENTS</u>	:	An appropriate 3 year Degree/ National Diploma with majors in Auditing/ Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/ learnership); Knowledge of the Public Finance Management Act; Knowledge of the standards set by the institute of Internal Auditors (IIA). Skills and Competencies: Communication skills (both verbal and written); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<u>DUTIES</u>	:	Key Performance Areas: Conduct risk assessments and draft reports; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, component, relevant

- and useful audit evidence; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activities.
- ENQUIRIES** : Mr SJ. Kgafela Tel No: (012) 315 1042
- APPLICATIONS** : 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 Building, Pretoria, 0001.
- NOTE** : Separate applications must be made quoting the relevant reference number and centre. People with disabilities are encouraged to apply.
- POST 21/22** : **ADMINISTRATIVE OFFICER (X6 POSTS)**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Ficksburg Ref No: 21/ 42 /FS
Magistrate's Office: Jaconsdal Ref No: 21/ 43 /FS
Magistrate's Office: Brandfort Ref No: 21/ 44 /FS
Magistrate's Office: Petrus Steyn: Ref No: 21/ 45 /FS
Magistrate's Office: Smithfield: Ref No: 21/ 46 /FS
Magistrate's Office: Harrismith: Ref No: 21/ 47 /FS
- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Sound Knowledge of Financial Management (Vote and Trust Account) and Human Resource Management; Sound Knowledge of asset management and supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; Proven Supervisory experience, Court experience and drivers license will serve as an added advantage; Skills and competencies: Computer Literacy (Microsoft packages); Good interpersonal relations; Leadership and Principles of Management.
- DUTIES** : 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; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; 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; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general. Facilitate training and development of personnel; Management of performance in the office; Performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms NM Dywili @ (051) 407 1800
- APPLICATIONS** : 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
- POST 21/23** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 21/153/SA (X3 POSTS)**
- SALARY** : 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.
- CENTRE** : State Attorney: East London
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will an added advantage; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation;

<u>DUTIES</u>	: Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management. 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 APPLICATIONS</u>	: Ms. K. Ngomani Tel No: (012) 357 8661
<u>NOTE</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, 0001OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 21/24</u>	: <u>SENIOR COURT INTERPRETER REF NO: 21/54/FS (X2 POSTS)</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: Bloemfontein NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. 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. 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. Language Proficiency: Bloemfontein: English, Afrikaans, Sesotho.
<u>DUTIES</u>	: Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	: Ms NM Dywili @ (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 21/25</u>	: <u>SENIOR COURT INTERPRETE REF NO: 21/ 55 /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: Bloemfontein NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) 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. 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. Language Proficiency: Bloemfontein: English, Afrikaans, Sesotho and Sign Language.

- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters). Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili @ (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
- POST 21/26** : **MAINTENANCE OFFICER MR 1: (X2 POSTS)**
- SALARY** : R198 411 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Krugersdorp Ref No: 2021/82/GP
Magistrate Pretoria- North Ref No: 2021/91/GP
- REQUIREMENTS** : LLB Degree or recognized 4 years legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English and Setswana; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other arrears; A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Perform the functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders, mentoring and coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : Ms V Shiburi Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng, Private Bag X6, Johannesburg, 2000.

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.

Gauteng Division: Pretoria/ Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

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

Mthatha/ Bhisho/ Port Elizabeth: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

Kwa-Zulu Natal: Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

Middelburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE

: 28 June 2021

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za-vacancies/ www.judiciary.org.za. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the Pre-entry certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise

that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSS Directive on the implementation of competency based assessments.

ERRATUM: The post of Court Manager (Middelburg High Court), with Ref No: 2021/129/OCJ advertised in Public Service Vacancy Circular 20, dated 04 June 2021 with a closing date 21 June 2021, the enquiries has been amended as follows: Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000.

OTHER POSTS

- POST 21/27** : **CHIEF REGISTRAR REF NO: 2021/136/OCJ**
- SALARY** : R473 820 per annum (MR6) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Pretoria
 : Matric plus an LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and Managerial experience. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Information Technology. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professionalism appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President. Make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction. Manage PMDS of staff.
- ENQUIRIES** : Ms. T Mbalekwa Tel No: (011) 335 0404
- POST 21/28** : **IT CO-ORDINATOR REF NO: 2021/133/OCJ**
 (Re-advertisement), Candidates who previously applied need not to re-apply.
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre, Cape Town
 : Matric plus a relevant three year post matric IT qualification in IT/ Matric plus relevant IT certification with training/ project management modules and a minimum of three (3)- years' appropriate experience. A minimum of two (2) years' experience in LAN Support Services. A minimum of one (1)-year End User Training. Project and systems management. Experience in network administration, helpdesk first line support. A valid driver's license. Skills and Competencies: Knowledge of Government prescripts, regulations and laws. Knowledge of development of the user training manuals, guidelines and procedures and drafting of budget. Knowledge of Public Sector IT environment, Project Management and Change Management. Good communication skills. Interpersonal skills. Problems Solving.

- Training and Presentation skills, Planning and Organising skills and Customer Service Orientation.
- DUTIES** : Conduct infrastructure assessment and coordinate all the IT related activities within the Region. Technical Support. Provide IT Business Systems Training. LAN Support and Evaluation on IT Business Systems within the Region. Write and respond to correspondence and provide practical training and assistance.
- ENQUIRIES** : Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000
- POST 21/29** : **IT CO-ORDINATOR REF NO: 2021/134/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre, KZN
- REQUIREMENTS** : Matric plus a relevant three year post matric IT qualification in IT/ Matric plus relevant IT certification with training/ project management modules and a minimum of three (3)- years' appropriate experience. A minimum of two (2) years' experience in LAN Support Services. A minimum of one (1)-year End User Training. Project and systems management. Experience in system's administration, helpdesk first line support and reporting. A valid driver's license. ITIL certification. Skills and Competencies: Knowledge of Government prescripts, regulations and laws. Knowledge of development of the user training manuals, guidelines and procedures and drafting of budget. Knowledge of Public Sector IT environment and change management. Good communication skills. Interpersonal skills. Problems Solving and analysis. Training and Presentation skills. Planning and Organising skills. Customer service orientated.
- DUTIES** : Conduct infrastructure assessment, applications support and coordinate all the IT related activities within the Region. Manage project for the roll-out of business systems and training. Compile provincial reports on the IT system usage and Project Status Report. Liaise with Contracted Service Providers at the regions. Provide application first line support and liaison with the End-Users and LAN support. Provide/ conduct functional training on Business Systems Applications. Provide End-User assistance with IT solutions and systems in the regions. Develop training manual/ training on new and existing applications.
- ENQUIRIES** : Mr. NM Zondi Tel No: (033) 345 8211
- POST 21/30** : **LAW RESEARCHER REF NO: 2021/135/OCJ (X2 POSTS)**
Five-Year Contract
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : Matric plus an LLB degree or four (4) years' recognized legal qualification. A minimum of one (1) year post-qualification work experience in Legal Research. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Administrative and organising skills. Decision making skills. Time management skills. Customer service orientated and assertiveness. Attention to detail. Initiative. Ability to maintain calm. Ability to work under pressure and meet deadlines. Good interpersonal relations.
- DUTIES** : Conduct legal research as required by the Judges. Maintain a repository of research products. Ensure the effective and efficient use of legal materials allocated to the court. Proof reading of and citation checking of all draft judgements. Prepare draft speeches and or papers for local and international conferences where requested. Alert Judges of new developments in the law.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 21/31** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2021/137OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of the High Court: Middelburg

<u>REQUIREMENTS</u>	:	Matric plus a three-year National Diploma/ Bachelor's Degree or equivalent qualification. A minimum two (2) years' relevant administrative experience. A valid driver's license. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent Communication skills and proficiency in English (verbal and written). Interpretation of law, legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management Services. Preparation of petitions. Attend to other related duties as assigned by the office. Management of staff.
<u>ENQUIRIES</u>	:	Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
<u>POST 21/32</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTEGRITY AND ETHICS OFFICER REF NO: 2021/138/OCJ</u>
<u>SALARY</u>	:	R316 791 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric plus an appropriate National Diploma /Bachelor's Degree or equivalent qualification on NQF level 6. A minimum two (2) years' experience in the Integrity & Ethics or Fraud prevention environment. Completion of online course on Ethics in the Public Service is a must. Certified as Ethics Officer is desirable but not a must requirement. Knowledge of e-disclosure system is a must. Knowledge of the labour relations, general public administration, Public Service Regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations. No criminal records. A valid driver's license. Skills and Competencies: Knowledge of MS Office (Word, Excel and Outlook). Knowledge of operating financial disclosure system (e-disclosure system). Knowledge of relevant legislatures related to management of Ethics, Fraud and anti-corruption. Client orientation and customer focus. Results/quality management. Problem solving and analysis. Service delivery innovation. Planning and organizing.
<u>DUTIES</u>	:	Coordinates the activities of Integrity and Ethics Management. Coordinate e-Disclosure and provide e-Disclosure support to the other categories of employees. Manage other Remunerative Work outside the public service. Manage the acceptance of Gifts. Manage all Administrative requirements, reporting and records management, resources and correspondences of integrity and ethics management subsection. Assist with the coordination of Ethics Committee meetings. Conduct awareness to all the OCJ employees.
<u>ENQUIRIES</u>	:	Ms. S Tshidino and Ms. B Rakgotho Tel No: (010) 493 2500/ 8774
<u>POST 21/33</u>	:	<u>JUDGES SECRETARY REF NO: 2021/140/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court, Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgment entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings

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

ENQUIRIES

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

POST 21/34

: **JUDGES SECRETARY REF NO: 2021/141/OCJ**

Three-Year Contract
(Re-Advertisement), Candidates who previously applied are encouraged to re-apply

SALARY

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

CENTRE

: Durban High Court: KZN

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Mr. NM Zondi Tel No: (033) 345 8211

POST 21/35

: **SENIOR COURT INTERPRETER REF NO: 2021/142/OCJ**

SALARY

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

CENTRE

: Pietermaritzburg High Court: KZN High Court

REQUIREMENTS

: A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and isiZulu. A valid driver's license will be an added advantage. Knowledge of any foreign Language will be an added advantage.

Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

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

ENQUIRIES : Mr. NM Zondi Tel No: (033) 345 8211

POST 21/36 : **ADMINISTRATION CLERK (DCRS) REF NO: 2021/143/OCJ**

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

CENTRE : Pietermaritzburg High Court: KZN High Court

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration will serve as an added advantage. Skills and Competencies: Good administration and organising skills. Communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Customer care service skills and ability to work under pressure.

DUTIES : Operate the recording machine and recording of Court proceedings. Ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before Court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and /or Supervisor.

ENQUIRIES : Mr. NM Zondi Tel No: (033) 345 8211

POST 21/37 : **ADMINISTRATION CLERK (DCRS) REF NO: 2021/145/OCJ**

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

CENTRE : High Court, Bhisho

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Zero (0) to two (2) years' experience will serve as an added advantage. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attentive to details. Good interpersonal skills. Initiative driven and flexibility.

DUTIES : Maintenance of Registers daily. Accurate recording of cases in court/ court proceedings on CRT machines. Safe keeping of court documents & CDs. Downloading of court proceedings on CDs. Ensure proper filing is done. Compile statistics daily. Provide any other task allocated by the Supervisor/ Court Manager.

ENQUIRIES : Ms. N Biko Tel No: (043) 726 8580

POST 21/38 : **ACCOUNTING CLERK REF NO: 2021/147/OCJ**

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

CENTRE : High Court, Mthatha

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy. Good communication skills (written and verbal). Ability to work with stakeholders in a professional and empathetic manner. Good interpersonal

- relations. Accuracy and attention to detail. Team work. Job Knowledge. Basic Numeracy. Aptitude for figures.
- DUTIES** : Preparing and capturing of sundry and creditor payments. Ensure invoice are paid within 30 days. Administer collection of revenue by issuing receipts for cash payments. Compile receipt batches and capture them on BAS. Control petty cash. Prepare and process S&T and cellphone claims. Prepare Manual requisition and capture on JYP. Generate BAS reports. Proper filing of physical payments and receipts batches for audit purposes. Maintenance of all registers. Distribute payslips.
- ENQUIRIES** : Ms. N Biko Tel No: (043) 726 8580
- POST 21/39** : **MESSENGER DRIVER REF NO: 2021/149/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pietermaritzburg High Court: KZN
- REQUIREMENTS** : Grade ten (10) or ABET plus a minimum of two (2) years' experience as a messenger. A valid code 8 driver's license plus Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Ability to liaise with team members and members of the public. Ability to work under pressure. Ability to work independently as well as in the team. Good organising skills. Good interpersonal relations skills. Must be responsible and have good work ethics.
- DUTIES** : Distribute mail to various offices. Collect post bag from the Post Office. Transport officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/ hand delivered mail to various offices. Delivery of outgoing mail to Post Office. Maintenance of register of mail distribution and ensure safeguarding of all correspondence. Collect and deliver mail. Driving court vehicles.
- ENQUIRIES** : Mr. NM Zondi Tel No: (033) 345 8211

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 02 July 2021 15h30
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a confidential security clearance by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to competency assessment to determine their suitability for the post. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 21/40** : **STATE ADMINISTRATION OFFICER: GRIEVANCES REF NO: SAO/G/05/2021**
(6 Months Contract)
This is a re-advertisement, those who previously applied are encouraged to reapply.
- SALARY** : R 257 508 per annum (Level 07)
- CENTRE** : Gauteng Provincial Office of the Public Service Commission, Johannesburg
- REQUIREMENTS** : Ideal candidate profile: 3-year post school qualification National Diploma/Degree (NQF 6/7) in Office Administration/Public Administration/Public Management. At least 3 years' experience in office administration. Advanced Computer Literacy and knowledge of the MS Office Suite. Data management and analysis experience. Knowledge of the public service regulatory framework and the application thereof. Ability to capture and coordinate data systematically. Ability to analyse and process data. A thorough understanding of government administration. Ability to work both independently and as part of a team.
- DUTIES** : The successful candidate will be responsible for: General office administration and filing; Establish and manage database in respect of grievances lodged with the Public Service. Establish and maintain database on implementation of recommendations. Monitor trends and manage database in respect of six monthly statistics on grievance resolution in the Public Service. Compile monitoring reports to the PSC on grievances received by the PSC. Provide project administration research support and coordinate compliance with audit requirements. Provide

ENQUIRIES

overall administrative assistance to the Deputy Director: LRI and provide secretariat support services when arranging panel or grievance meetings.
Laurence Edward Cronje Tel No: 011 833 5721

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.

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 28 June 2021
- NOTE** : 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); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) 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 with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 21/41** : **DIRECTOR: INFORMATION MANAGEMENT REF NO: DPSA 18/2021**
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, an appropriate B. Degree in Data Science, Information Management, Information Science, Information Technology, Information Systems, Computer Science, mathematical sciences or equivalent qualification at NQF 7. A certificate in any of the DAMA areas is highly recommended or a certificate in information management and or TOGAF. A pre-entry certificate for SMS must be completed before an appointment can be considered. Minimum of 5 years' at a Middle/Senior Management level. At least a minimum 8 years appropriate experience in Data and or Information Management and or information architecture environment. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations

management. Technical Skills: Policy Development, Information Architecture, Data Analysis, Data Mining, Data and or Information Archival theory and practice. Managerial Skills: Planning for data and or information acquisition/ collection, strategies and or approached to ensure data quality, metadata management. Knowledge of Data Management Body of Knowledge (DAMA-DMBOK), Using data for decision making and planning (inclusive of policy development), development of best practice data and or management practices and procedures for an organization. Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES : Manage the development of framework(s), norms and standards for effective and efficient management of data and or information in the Public Service. Manage the provision of support towards the implementation of the data/ information management framework(s), norms and standards in the Public Service. Manage awareness creation towards data and or information management in the Public Service. Manage and monitor implementation as well as compliance to the framework(s), norms and standards. Manage all the Operations, System and Processes of the Directorate.

ENQUIRIES : Mr. Mandla Ngcobo Tel No: (012) 336 1421

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The Department of Cooperative Governance and Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

<u>APPLICATIONS</u>	:	should be directed to The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Hand delivered applications will be received at Foyer.
<u>FOR ATTENTION</u>	:	Ms Z. Ndumela
<u>CLOSING DATE</u>	:	02 July 2021
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or www.dpsa.gov.za/ or http://ecprov.gov.za or www.eccogta.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). An original signature must sign the Z83 form. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose his/her financial interest. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. No applications received after closing date will be considered.

OTHER POSTS

<u>POST 21/42</u>	:	<u>ASSISTANT DIRECTORS: INTERNAL CONTROL UNIT REF NO: COGTA (02/06/2021) (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 - R443 601 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree (NQF level 6/7) majoring in Accounting/Internal Audit/Risk Management or related qualification. Three (3) to five (5) years' experience in an audit or risk management related field. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook. A valid drivers' license. Competencies: In-depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Practice Notes, Treasury and DPSA Circulars, Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Principles (GRAP) and financial Management Systems (PERSAL, BAS & LOGIS). Proven working knowledge of ledger reconciliation and analysis, and report writing. Applied strategic thinking, applying technology, statistical and qualitative analysis, budgeting, risk management and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organising, decision-making, team leadership and communication (verbal and written).
<u>DUTIES</u>	:	Develop, implement and maintain internal control monitoring and monitoring and evaluation mechanisms. Monitoring the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related systems (e.g. BAS, LOGIS, PERSAL and Supplier

Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance process (e.g. response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control, deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the Departmental loss control system and serve as Secretariat of the Departmental Loss Control Committee.

ENQUIRIES : can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074 / 7077 / 7078 / 7075 / 7071 / 7080

POST 21/43 : **SENIOR ADMIN OFFICER: MUNICIPAL FINANCE REF NO: COGTA (03/06/2020)**

SALARY : R316 791 - R373 167 per annum (Level 08)
CENTRE : OR Tambo
REQUIREMENTS : National Senior Certificate plus National Diploma/B-Degree (NQF Level 6/7) in Public Management /Administration/Business Administration /Financial Management or equivalent qualification. Three (3) years' experience in the relevant field. MS Word, MS Excel, MS PowerPoint, MS Outlook. Sound knowledge of the relevant legislations and ability to implement. Competencies: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork.

DUTIES : Ensure correct allocations and Render office work within the directorate. Provide administrative support to the directorate. Administer all internal and external procurement activities for the division. Process the Directorate staff members claims. Ensure the development and approval of submissions for travel arrangements i.e. Accommodation, air flights, car hire etc. Ensure the implementation and maintenance of proper filing systems. Attend to incoming correspondence, distribute to the relevant officials. Monitor the directorate's budget and liaise with Financial Management on budget matters. Ensure the maintenance and control of the commitment register for the directorate. Compile reports where necessary. Supervise subordinates.

ENQUIRIES : can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080

POST 21/44 : **ADMIN OFFICER: COMPLIANCE REF NO: COGTA (04/06/2021)**

SALARY : R257 508 - R303 339 per annum (Level 07)
CENTRE : Bhishe
REQUIREMENTS : National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics/Purchasing/relevant equivalent (NQF Level 6). Finance related qualification coupled with two (2) years relevant experience in SCM environment or Senior certificate with five (5) years working experience in the relevant field. Computer literacy in Power Suit (Excel, Word and PowerPoint). Competencies: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork.

DUTIES : Perform procurement order creation process. Reconcile manual orders to LOGIS. Provide technical assistance to cost centers, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number.

ENQUIRIES : can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080

POST 21/45 : **ADMIN OFFICER: STORES AND WAREHOUSE REF NO: COGTA (05/06/2020)**

SALARY : R257 508 - R303 339 per annum (Level 07)
CENTRE : Bhishe

<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics/Purchasing/relevant equivalent (NQF Level 6). Finance related qualification coupled with two (2) years relevant experience in SCM environment or Senior certificate with five (5) years working experience in the relevant field. Computer literacy in Power Suit (Excel, Word and PowerPoint). Knowledge of BAS & LOGIS will be an added advantage. Competencies: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork. Sound knowledge of the relevant legislations and ability to implement.
<u>DUTIES</u>	:	Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management. Compile reports in areas of supervision. Liaise with internal and external in relation procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by supervisor. Provide support for safekeeping and maintenance of records, information and knowledge in the sub-directorate. Assist gathering information and respond to audit queries. Attend to end-users' queries. Filing and record keeping of all documents for audit purpose. Ensure compliance with policies and procedures that regulate Supply Chain Management. Perform other duties as allocated by the Supervisor. Be willing to undergo continuous training and development programs. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080
<u>POST 21/46</u>	:	<u>ADMIN OFFICER: DEMAND MANAGEMENT REF NO: COGTA (06/06/2021)</u>
<u>SALARY CENTRE</u>	:	R257 508 - R303 339 per annum (Level 07) Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics/Purchasing/relevant equivalent (NQF Level 6). Finance related qualification coupled with two (2) years relevant experience in SCM environment or Senior certificate with five (5) years working experience in the relevant field. Computer literacy in Power Suit (Excel, Word and PowerPoint). Competencies: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork. Sound knowledge of the relevant legislations and ability to implement.
<u>DUTIES</u>	:	Track all movements of Specification and Terms of References Submission. Facilitate sittings of Bid Specification Committee. Provide secretariat support to the Bid Specification Committee. Prepare monthly and quarterly demand management reports. Assist in gathering information and respond to audit queries. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Categorizing of commodities. Market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyse Specification/Terms of Reference. Ensure that requirements are linked to the strategic objective and budget. Attend to end-users' queries. Filing and record keeping of all documents for audit purpose. Ensure compliance with policies and procedures that regulate Supply Chain Management. Be willing to undergo continuous training and development programs. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080
<u>POST 21/47</u>	:	<u>INTERNAL AUDITOR: INTERNAL AUDIT REF NO: COGTA (07/06/2021)</u>
<u>SALARY CENTRE</u>	:	R257 508 - R303 339 per annum (Level 07) Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Internal Audit. Two (2) years relevant experience. Computer skills (Teamware Software, MS Word, Excel and PowerPoint). Code B drivers' license. Registration with the Institute of Internal Auditors. Experience as an Internal Audit Technician will be an added advantage. Competencies: Reliability and integrity, good interpersonal and communication skills, ability to work under pressure.
<u>DUTIES</u>	:	Executive audits as per approved audit programme. Prepare working papers and audit files. Input in the development of audit objectives. Draft audit procedures. Provide input for the development of projects execution plan and scheduling of assignments. Draft minutes for entry and exit meetings. Conduct follow-up audits. Perform any other tasks as maybe assigned by the supervisor.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080
<u>POST 21/48</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING REF NO: COGTA (08/06/2021)</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in commerce /Accounting/Financial Management or equivalent qualification. Two (2) years' experience serving as an Accounting Clerk or have served at least one (1) year as intern in the Bookkeeping section/office. Knowledge of Basic Accounting System, knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Applicable Circulars/ Instruction Notes, Practice Notes, Determination, Financial Policies & Procedures. Computer literacy in (Excel & MS Word). Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.
<u>DUTIES</u>	:	Receive bank statements, perform daily reconciliations manually and on an online functionality, (BAS system). Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions/ misallocations and attach verifiable source documents. Arrange proper record keeping and filing source documents so that they are retrievable as when required by the authority or auditors. Attend to general office duties, provide the required financial information and prompt reply to queries raised by external/internal auditor. Perform month and year closures on the systems. (BAS).
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080
<u>POST 21/49</u>	:	<u>PERSONAL ASSISTANT: DALINDYEBO REGION REF NO: COGTA (09/06/2021)</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National senior certificate plus National Diploma/ B Degree (NQF Level 6/7) in Office Administration or related qualification or Senior Certificate plus secretarial course/ computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage.
<u>DUTIES</u>	:	Ensure the smooth functioning of the Regional Office. Ensure safekeeping of records at all times. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the region's vehicle and the management of the Logbook. Ensure that the offices in the region are clean at all times. Liaise and communicate with other staff responsible for supporting Traditional Councils.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080
<u>POST 21/50</u>	:	<u>PERSONAL ASSISTANT: RISK MANAGEMENT REF NO: COGTA (10/06/2021)</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho

<u>REQUIREMENTS</u>	:	National senior certificate plus National Diploma/ B Degree (NQF Level 6/7) in Office Management and Technology or any related qualification. Competencies: Interpersonal skills Chief Director: Corporate Communication Skills both verbal and written.
<u>DUTIES</u>	:	Arrange travel and accommodation bookings for the Director. Take minutes of the meetings and distribute them. Handling of telephone queries. Manage the Director's diary and remind him of important dates and events. Construct and maintain the Director's filing system. Control access to the Director to prevent unnecessary disruptions and disturbances. Ensure a safe working environment where confidential documentation is secure. Keep the Director informed of the incoming correspondence received. Typing correspondence as delegated by the Director.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080
<u>POST 21/51</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS REF NO: COGTA (11/06/2021) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R208 584 – R245 694 per annum (Level 06)
	:	OR Tambo (X2 Posts)
	:	Chris Hani (X2 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate (NQF Level 4) plus 1-2 years relevant work experience. Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers license.
<u>DUTIES</u>	:	Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080

POST 21/52 : **REGISTRY CLERK: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA (12/06/2021)**

SALARY CENTRE REQUIREMENTS : R173 703 - R204 612 per annum (Level 05)
: Bhisho
: National Senior Certificate plus two years relevant work experience /Diploma (NQF level 5). Computer literate in Microsoft Word and Excel. Competencies: Good interpersonal Skills. Basic communication skills (verbal and written). Computer skills. Planning and organizing. Knowledge of prescripts and legislation governing records management.

DUTIES : Render an effective filling & record management services. Opening and closing of file according to approved filling systems by the Provincial Archivist. Filling/storage, tracing and retrieval of documents and files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the Supervisor. Keep records of archived documents.

ENQUIRIES : can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080

POST 21/53 : **DRIVER: FLEET MANAGEMENT REF NO: COGTA (13/06/2021) (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R122 595 - R144 411 per annum (Level 03)
: Bhisho
: Grade 10 / Std 8. 2 years' experience in a driving/messenger environment. A. Valid Code 10 driver's license with PDP (an endorsed driver license). Grade 12 will be an added advantage.

DUTIES : Maintain accurate and up to date schedule trip sheets, i.e., log official trips, daily mileage, fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Handle routine and ad-hoc administrative tasks relevant to the execution of the function; Collect, distribute and control movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Ensure that minor/major vehicle maintenance are carried out.

ENQUIRIES : can be directed to Ms N. Gemby/ Ms Z. Ndumela at Tel No: 040-940 7074/7077/7078/7075/7071/7080

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Mr. M Madonci or Post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

CLOSING DATE NOTE : 02 July 2021

: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The

competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

<u>POST 21/54</u>	:	<u>DISTRICT DIRECTOR: JOE GQABI REF NO: 01/06/2021 DSD</u>
<u>SALARY</u>	:	R1 057 326 - R1 245 495 per annum (Level 13)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development with at least 5 years proven managerial experience. Sound Knowledge of Public Management Framework will serve as a recommendation. Public Administration Degree will be an added advantage. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.
<u>DUTIES</u>	:	Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery.
<u>ENQUIRIES</u>	:	can be directed to Ms ANjaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

OTHER POST

<u>POST 21/55</u>	:	<u>ADMIN ASSISTANT (CONDITIONAL GRANT) REF NO: DSD 02/06/2020</u> 12 Months Contract
<u>SALARY</u>	:	R208 584 - R245 694 per annum (Level 06)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ (NQF Level 4) with 1-2 years relevant experience. Knowledge in construction or project construction will be an added advantage. Computer literacy (Microsoft excel, word, power point). Driver's license is a prerequisite. Competencies: Good understanding of public service rules, policies and regulations, policies and Construction contracts, Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the public Service. Good understanding of procure to pay. Basic understanding of construction Bills Quantities and Drawings. Excellent communication skills and analytical ability. Must be willing to travel.
<u>DUTIES</u>	:	Provide administration support service within the ECD Project Management Team. Record, organize, store, capture and retrieve correspondence and Data. Update master lists and spreadsheets. Photocopying and Filing. Ensure that all project documentation is in place for audit purposes and compilation of final accounts. Book Accommodation and venue for meetings for the project management team. Prepare agendas, attendance registers and write minutes of meetings. Compile weekly and monthly reports. Procurement of goods and services using procure to pay (P2P).Verification and measurement of work done on site. Checking of payment certificates and submission of invoices for payment. Updating of Infrastructure reporting model (IRM) Draw reports from IRM.
<u>ENQUIRIES</u>	:	can be directed to Ms ANjaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
- FOR ATTENTION** : Me P Mpu
- CLOSING DATE** : 28 June 2021
- NOTE** : Applications must be submitted on new Z83 form. "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. 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." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

- POST 21/56** : **DEPUTY DIRECTOR-GENERAL: CLINICAL HEALTH SERVICES REF NO: H/D/14**
Re-Advertisement (Those who previously applied are encourage to apply)
- SALARY** : R1 521 591 per annum (Level 15)
- CENTRE** : Cluster: Clinical Health Services
- REQUIREMENTS** : Undergraduate qualification (NQF level 7) and relevant post graduate qualification (NQF level 8) as recognised by SAQA in a health-related field. Registration with relevant statutory body as health professional. 8-10 years experience at Senior Management Service (SMS) Level within Health management. Valid driver's license. Successful completion of the Certificate for the entry into the Senior Management Services Knowledge of National and Provincial Health Acts, Free State Hospitals Act, Free State Hospitals Act, Free State Nursing Education Act, PSR/PSA and Public Finance Management Act, People Management, Financial Management, Strategic Planning, Planning and Organizing.

- DUTIES** : To provide strategic leadership, management and control in the Clinical Health Services and Health Support Programmes. Oversee and ensure overall provision of Strategic Health Services within the Department. Oversee and manage the provision of health programme services. Oversee and ensure the provision of District Health Service and District Hospital Services. Oversee and manage the provision of Central Hospital Services. Manage and oversee the provision of Regional Hospital Services. Provide Strategic Direction for the clinical Health Services and Health Support Programmes. Oversee and manage the provision of Specialised Hospital Services. Monitor and implement National Health Insurance. Implement Systems for good Corporate and Clinical Governance. Oversee resources (Human, Financial, Equipment/Assets).
- ENQUIRIES** : Ms NL Mahlangeni Tel No: (051) 408 1161 / 1162

DEPARTMENT OF TREASURY

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Mr. I Pheello Tel No: (051) 405 5069
- CLOSING DATE** : 02 July 2021
- NOTE** : Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), identity document, driver's license and a C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. Documents accompanying the C.V. should not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. No e-mailed or faxed applications will be considered. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS

<u>POST 21/57</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING: FEZILE DABI DISTRICT REF NO: FSPT 009/21</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (An all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant qualification (NQF level 6 or higher) in Accounting / Economics / Municipal or Public Finance with a minimum of five (5) years' experience in the local government finance and administration of which at least three (3) years should have been in a junior management position. Knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation. Computer literate. Good report writing, analytical, communication, presentation, project management and conflict management skills.
<u>DUTIES</u>	:	Promote adherence to GRAP standards and timeous submission of credible annual financial statements. Promote improved audit outcomes in municipalities. Provide technical support on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements. Management of functions related to effective and efficient operations of the Directorate, which includes quarterly reporting of the annual performance targets.
<u>ENQUIRIES</u>	:	Mr. L Moduane @ 083 389 1778 (Office hours only)
<u>POST 21/58</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE CO-ORDINATION REF NO: FSPT 010/21</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (An all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant degree in a Built environment (Quantity Surveying / Civil Engineering / Architecture / Project Management / Finance) with a minimum of five (5) years' experience in the monitoring of infrastructure projects/programmes of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Computer literate. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.
<u>DUTIES</u>	:	Oversee the infrastructure performance management. Monitor and oversee the infrastructure financial management. Monitor and support the infrastructure planning portfolio management. Monitor and oversee the infrastructure project/programme review management. Support infrastructure capacity building.
<u>ENQUIRIES</u>	:	Ms. M C Tadi Tel No: 051 405 5464
<u>POST 21/59</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE CO-ORDINATION REF NO: FSPT 011/21</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant degree/diploma in a Built environment (Quantity Surveying / Civil Engineering / Architecture / Project Management / Finance) with a minimum of three years' experience in the monitoring of infrastructure projects/programmes. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations. Computer literate. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.

DUTIES : Assist with the monitoring of infrastructure performance management. Assist with the monitoring and oversight of infrastructure financial management. Assist with the monitoring and support of the infrastructure planning portfolio management. Assist with the monitoring of the infrastructure project/programme review management. Support infrastructure capacity building.

ENQUIRIES : Ms. M C Tadi Tel No: 051 405 5464

POST 21/60 : **ASSISTANT DIRECTOR: LIQUIDITY AND INVESTMENT MANAGEMENT REF NO: FSPT 012/21 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant degree/diploma in Economics / Accounting / Public Finance / Public Administration with a minimum of three years' experience in a cash-flow or banking environment (Experience in public sector financial management will be an added advantage). Knowledge of the relevant legislation. Knowledge of provincial budgets. Knowledge of cash management and financial statements. Report writing skills, analytical skills, communication and presentation skills. Computer literate.

DUTIES : Review and verification of provincial cash flow forecasts and allocation schedules. Allocation of correct and sufficient cash-blocking limits as well as the allocation of correct and sufficient Automated Clearing Bureau (ACB) limits to departments. Manage investments with commercial banks and the South African Reserve Bank as well as monitoring of debit/credit interest calculations by the Inter-Governmental Cash Co-ordination (IGCC) and Provincial Banker. Supervision of personnel.

ENQUIRIES : Ms. M C Tadi Tel No: 051 405 5464

POST 21/61 : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: FSPT: 013/21**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor's Degree/Diploma in Accounting or equivalent qualification with Accounting 2 as a major subject. A minimum of three years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulation, applicable National and Provincial Instruction notes, Treasury Regulations and Financial Systems including: BAS. Computer literacy. Valid driver's license.

DUTIES : Co-ordinate and provide training within the Free State Provincial Government to ensure capacity building to enhance effective and efficient accounting systems. Compile provincial instruction notes, guidelines and procedure manuals in order to ensure implementation and adherence by all provincial departments. Amend and implement National Treasury prescripts. Compile, consolidate and verify KCM assessments and reports to promote accurate and credible accounting information for the allocated department/entities. Evaluate asset and liability items and any new financial systems to ensure adherence to Provincial and National norms and standards. Verify delegations against requirements and maintain financial management information for provincial departments and entities. Ensure the successful implementation of banking arrangements for provincial departments. Manage resources to ensure the smooth running of the Unit.

ENQUIRIES : Ms. TB Morare Tel No: 051 405 5241

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Assistant Director: Facility Management Unit with Ref No: TEMBI/2021/AD/02 (**for Tembisa Provincial Tertiary Hospital**) advertised in Public Service Vacancy Circular 20 dated 04 June 2021. The notch was erroneously quoted as R517 326 – R574 158 per annum is instead of R376 596.00 – R443 601.00 per annum. The correct notch of the above mentioned post supposed to read as follows: R376 596 – R443 601 per annum. Kindly note that the following post was advertised in Public Service Vacancy Circular 19 dated 28 May 2021 (**For**), The Requirements have been amended as follows (1) Middle Manager: Human Resource. Degree/ Diploma in HR management or Grade 12 plus 10 years' experience in HR with a minimum of 5 years' experience in HR Management on a supervisory level Extensive experience in Persal. Knowledge of Public Service Act, PFMA and other legislative prescripts that governs HRM. Computer literacy. Must be a customer focused individual with excellent organizing (verbal and written) communication skills, Proven Project management and excellent planning skills. Good understanding of PSCBC resolutions especially the implementation of grading OSD and NON OSD. Skills: Leadership skills, good interpersonal and presentation skills. Problem solving skills to interact at different levels and from different backgrounds. Ability to interact at strategic level and implement turn-around strategies. The closing date has been extended to 28 June 2020. Kindly note that the post of Engineering Technician Production Grade A/B (Clinical Engineering Practitioner) with Ref No: SBAH 55/2021 (**For Steve Biko Academic Hospital**) advised in Public Service Vacancy Circular 20 dated 04 June 2021 was advertised with an incorrect notch, the correct notch is R311 859 per annum. We would like to apologies for the inconvenience caused by this. Kindly note that the post of Operational Manager (General) with Ref No: SBAH 57/2021 (**For Steve Biko Academic Hospital**) advertised in Public Service Vacancy Circular 20 dated 04 June 2021 was advertised with some incorrect requirements, the correct requirements are as follows: Requirements: 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. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South Africa Nursing Council annual practicing certificate. Valid EB driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary. Closing date has been extended to 29 June 2021.

OTHER POSTS

<u>POST 21/62</u>	:	<u>DENTAL SPECIALIST GRADE 1/2/3 (PROSTHODONTICS) REF NO: DSPEC01-06 (X2 POSTS)</u> Directorate: Prosthodontics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 106 040 – R1 467 651 per annum (inclusive package), excl commuted overtime Wits Oral Health Centre Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Prosthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline Prosthodontics. Appropriate Clinical experience as Specialist in Prosthodontics after registration with Health Professional Council of South Africa.
<u>DUTIES</u>	:	Provide prosthodontics services. To provide teaching & training of both undergraduate and postgraduate students. Conduct and supervise research. Participate in any other activity as directed by the Head of Department.
<u>ENQUIRIES</u>	:	HR Manager- Mr. P.F Monama Pulankana.monama@gauteng.gov.za

- APPLICATIONS** : 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 and hand delivery applications will be accepted.
- NOTE** : Prospective applicants must please use the NEW Z83 which is effective as at 01 January 2021. Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
- CLOSING DATE** : 28 June 2021
- POST 21/63** : **MEDICAL SPECIALIST REF NO: REFS/008967**
Directorate: General Adult and Child Psychiatry
- SALARY** Grade 1: R1 106 040 per annum, (All-inclusive package)
Grade 2: R1 264 623 per annum, (All-inclusive package)
Grade 3: R1 467 651 per annum, (All-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Psychiatry. Registration with the HPCSA as Medical Specialty in Psychiatry. No experience required after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in Psychiatry.
- DUTIES** : General Adult Psychiatry: The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (NO 17 of 2002); involvement in other general psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. Child Psychiatry: Clinical skills in Child and Adolescent Psychiatry in order to provide patient care and coordinate specialist in psychiatry and child psychiatry services using clinical skills, knowledge and experience in field of psychiatry and the subspecialty child psychiatry, preferably with experience and knowledge gained in public service environment. Develop and review clinical protocols and guidelines for child psychiatry. Develop tertiary and specialized child and adolescent psychiatry services. Attend to one's own development in the field of child psychiatry through supervision and training. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To provide subspecialist in and outpatient services in the assessment and management of children and adolescents. Intersectoral collaboration with all relevant stakeholders, including Department of education, Department of Justice and Department of Social development. To supervise Child Psychiatry Registrars, Psychiatry Registrars and multi-disciplinary mental health team members. To stimulate, assist with and conduct research in the field of child psychiatry. To ultimately undertake subspecialist examinations.
- ENQUIRIES** : Ms. P Taba Tel No: 010 214 0612
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject or should be hand delivered at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Ground Floor Admin entrance. No. 17 Jubilee Road, Park town 2193.

- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males and females, Coloured Males, Indian Males, and White Males are encouraged to apply.
- CLOSING DATE** : 28 June 2021
- POST 21/64** : **MEDICAL SPECIALIST (GRADE 1 TO 3): OBSTETRICS AND GYNAECOLOGIST**
REF NO: PHOLO 2020/05/01
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum, (All-inclusive package)
Grade 2: R1 264 623 - R1 342 230 per annum, (All-inclusive package)
Grade 3: R1 467 651 - R1 834 890 per annum, (All-inclusive package)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Obstetrics and Gynaecology. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must be agile, disciplined, and self-confident. The candidate must be able to work independently, under pressure, beyond normal working hours, and work with multi-disciplinary teams.
- DUTIES** : The successful candidate will work in the Obstetrics and Gynaecology department, which includes allocation for after hours. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES** : Dr N.M. Makgana Tel No: (011) 812 5162
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 June 2021

<u>POST 21/65</u>	:	<u>REGISTRAR: ACADEMIC AND QUALITY COORDINATOR REF NO: REFS/008974 (X1 POST)</u>
<u>SALARY</u>	:	R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<u>CENTRE</u>	:	Gauteng College of Nursing (Johannesburg)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent, Basic qualification accredited with SANC in terms of Government Notice R425 (Diploma / degree in Nursing). A Master's Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Degree/ Diploma in Nursing Education and Nursing administration qualification. A minimum of ten (10) years' appropriate recognizable nursing experience after Registration as Professional Nurse with SANC. A minimum of six (6) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education Qualification. Management experience of two years in a Nursing College or higher nursing education institution. A valid driver's license. Computer certificate / literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
<u>DUTIES</u>	:	Facilitate the development of and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.
<u>ENQUIRIES</u>	:	Ms. PM. Motswaledi @ (072 383 1427)
<u>APPLICATIONS</u>	:	Applicants can apply online at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC). Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks).It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to

make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
28 June 2021

<u>CLOSING DATE</u>	:	
<u>POST 21/66</u>	:	<u>CLINICAL COORDINATOR REF NO: REFS/008975 (X1 POST)</u>
<u>SALARY</u>	:	R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<u>CENTRE</u>	:	Gauteng College of Nursing (Johannesburg)
<u>REQUIREMENTS</u>	:	A grade 12 or equivalent. Basic qualification accredited with SANC in terms of Government Notice R.425 (Degree / Diploma or equivalent) A Degree/Diploma in Nursing Education and Management. Current registration with the South African Nursing Council as a General Nurse and Midwife. Master's degree in Nursing. A minimum of ten (10) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of six (6) years, of the period mentioned above must be appropriate/recognizable experience in teaching in a Nursing Education Institution / higher education institution, after obtaining the Post Basic Nursing Education qualification. Management experience of (2) two years in a Nursing College or higher nursing education institution. A valid driver's license. Computer certificate / literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver's license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
<u>DUTIES</u>	:	Plan and coordinate placement of students with all nursing education institutions in the province. Evaluation of clinical facilities for compliance to nursing education and practice standards. Monitor and evaluate the quality management of clinical education and training. Manage electronic records of clinical placement and clinical education and training outcomes and competence of students. Recruit and participate in the selection of clinical preceptors. Coordinate the training of clinical preceptors. Develop and maintain a masterplan for clinical placement of students in the province.
<u>ENQUIRIES</u>	:	Ms. PM. Motswaledi @ (072 383 1427)
<u>APPLICATIONS</u>	:	Applicants can apply online at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC). Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks).It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you

have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
28 June 2021

CLOSING DATE

:

POST 21/67

:

PROGRAMME COORDINATOR (POSTGRADUATE PROGRAMMES) REF NO: REFS/008889 (X1 POST)

SALARY

:

R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)

CENTRE

:

Gauteng College of Nursing (Johannesburg)

REQUIREMENTS

:

Matric certificate or the equivalent. Basic qualification (i.e. Degree/ Diploma in Nursing and Midwifery that allows registration with SANC as a General Nurse and a Midwife. Any qualification on R212/R48. A management qualification and a post basic qualification in Nursing Education with SANC. A Master's Degree in Nursing. Registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as a Professional Nurse and Midwife of which six (6) years must be appropriate or recognizable experience in teaching in a Nursing Education institution or a higher education institution after obtaining a qualification in Nursing Education. Minimum of two to three (2-3) years' experience as a manager in a nursing college or a higher education institution. A valid Driver's license. Computer certificate / literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES

:

Facilitate the development of programmes and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.

ENQUIRIES

:

Ms. PM. Motswaledi @ (072 383 1427)

APPLICATIONS

:

Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>

NOTE

:

Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC). Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks).It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority

(SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
28 June 2021

CLOSING DATE

:

POST 21/68

:

ASSISTANT MANAGER NURSING SPECIALTY STREAM (CTD) REF NO: REFS/008968

Directorate: Nursing - Clinical Teaching Department
Re-advertisement

SALARY

:

CENTRE

:

REQUIREMENTS

:

Grade 1: PN-B4 R614 991 per annum, (plus benefits)
Charlotte Maxeke Johannesburg Academic Hospital
Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as professional nurse and proof of current registration. A post basic nursing qualification of the duration of 1 year, accredited with SANC in the relevant specialties. Have a minimum of 10 years appropriate / recognizable 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 / recognizable experience after obtaining the 1 year Post Basic Qualification. At least 3 years of the period must be appropriate experience at management level. Nursing qualification is compulsory. Computer literacy will be added advantage.

DUTIES

:

Develop the Operational Plan for training and development for the nursing department and implement in-service training programme for the hospital. Coordination of nursing department's training and compiling of yearly teaching programme. Implement and coordinate on-the-job staff development/ training of permanent staff, post basic students and basic students. Coordination of orientation and induction of all new staff in the institution. Promotion of quality nursing care in line with National Core standards. Participate in quality, skills development, institutional research, ethics and other committees in the institution. Coaching and Mentorship of nurses. Monitor compliance with the CPD Points in Nursing. Propose and operationalize the business case of CTD's (Clinical Teaching Department). Develop Training in line with National core standards/Ideal Hospital Framework. Coordinate clinical placement of nursing students and monitor absenteeism. Liaising with affiliate training institutions. Compile student absenteeism reports and training statistics for the nursing department and attend stakeholder meetings. To ensure that nursing is practiced safely and ethically. Do call on rotational basis. Perform other extra duties as mutually determined by the institution. Expected to relieve Nursing Manager when required.

ENQUIRIES

:

APPLICATIONS

:

Ms. A Tshitereke Tel No: 011 488 3787
should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> or should be hand delivered at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Ground Floor Admin entrance. No. 17 Jubilee Road, Park town 2193.

NOTE

:

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications,

communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and females, Indian Males and females, and White Males are encouraged to apply.

- CLOSING DATE** : 28 June 2021
- POST 21/69** : **ASSISTANT MANAGER NURSING: SPECIALTY REF NO: SBAH 60/2021**
Directorate: Nursing
- SALARY** : R614 991 per annum, (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination 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** : Ms.A.M. Mowayo Tel No: 012 354 1300
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 29 June 2021
- POST 21/70** : **ASSISTANT MANAGER NURSING: SPECIALTY REF NO: SBAH 61/2021**
Directorate: Nursing
- SALARY** : R614 991 per annum, (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after 1 year post basic qualification in Critical Care Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination 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. AM 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, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 June 2021
<u>POST 21/71</u>	:	<u>ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: JUB 20/2021</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<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. A qualification in Nursing Administration/Management or in Health Care Services Management is an added advantage .Current registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General nursing .At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Other Skills /Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences .Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act ,Labour Relations Act ,Public Finance Management Act and Treasury Regulations .Understanding the application of Batho –Pele Principles, Patients right charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills .Operational and people management skills .Ability to interact with diverse stakeholders and health users and givers. Facilitation and coordination skills. Problem solving, planning and organizing skills. Ability to work under pressure. A valid driver’s license. Willing to work overtime when required. Computer literacy and report writing skills. NB!! Shortlisted Candidates may be assessed for computer competency.
<u>DUTIES</u>	:	Provide overall leadership for Quality Development in the hospital towards realization of the set strategic goals & objective. Overall provision of APP-aligned Total Quality Management services to the hospital by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times. Conduct Patient Experience of Care Surveys and share results with relevant stakeholder’s. Ensure that monthly internal audits are conducted and comply with norms and standards. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts .Provide support to the institution on matters pertaining to Norms and Standards as set by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and management relevant data systems. Monitor development, implementation and evaluation of Quality Improve Plans. Perform other delegated functions.
<u>ENQUIRIES</u>	:	Dr O.B Modise Tel No: (012) 717 9336
<u>APPLICATIONS</u>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must

be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 29 June 2021, Time: 13H00
- POST 21/72** : **SPEECH THERAPIST & AUDIOLOGIST (GRADE 1) REF NO: JUB19 /2021**
Directorate: Speech & Hearing
- SALARY** : R317 976 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : A degree in Speech Therapy and Audiology (STA) from a recognized university. Registration certificate as an independent practitioner with the HPCSA. Current/annual proof of registration with the HPCSA. Candidate should have complete their community service as of present. Other Skills: Excellent verbal and written communication skills. Computer literacy, teambuilding, teamwork and motivation/mentorship/coaching skills background knowledge of tertiary-level speech therapy and audiology services (i.e. ototoxicity monitoring, tracheostomy, laryngectomy and video fluoroscopy studies) will be an added advantage.
- DUTIES** : provide effective speech therapy and audiology services for inpatients and external stakeholders (e.g. outpatients, non-governmental organizations, home-based projects) .Extensive knowledge on ototoxicity monitoring. Provide public education regarding hearing associated difficulties and pathologies, communication and feeding difficulties. Contribute towards development and implementation of strategic plans in keeping with the requirements of the institution, the province and national health .Analyze and interpret statics and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department namely: human, finance and physical.
- ENQUIRIES** : Mr T.P Malele Tel No: (012) 717 9413
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 29 June 2021, Time: 13H00
- POST 21/73** : **DENTAL THERAPIST GRADE 1/2/3 REF NO: DT02-06**
Directorate: Oral Hygiene and Auxiliary Training (OHAT)
- SALARY** : R317 976 – R431 164 per annum, (plus benefits)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration as a Dental Therapist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. Postgraduate qualification is a requirement. A postgraduate Masters qualification will be an advantage. The candidate must be prepared to perform under pressure and after hours to support academic activities to improve service delivery.
- DUTIES** : Perform clinical functions as stipulated in the HPCSA Scope of Practice for Dental Therapists. Provide service delivery to patients at the Wits Oral Health Centre and other sites available for training and teaching. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile

		monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	HR Manager- Mr. P.F Monama Pulankana.monama@gauteng.gov.za
	:	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 and 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 certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	28 June 2021
<u>POST 21/74</u>	:	<u>DIAGNOSTIC RADIOGRAPHER-GRADE 1-3 REF NO: SBAH 62/2021</u> Directorate: Diagnostic Radiography Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R317 976 - R439 164 per annum, (plus benefits) Steve Biko Academic Hospital Diploma/ B-RAD/B-TECH Diagnostic Radiography. Registration with the HPCSA is compulsory. Computer literacy essential-all the X-ray units are digital.
<u>DUTIES</u>	:	Grade 1: Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to prescribed protocols, radiation control Measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. Supervise and participate in the departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests. Grade 2: Grade1 duties and Assist in training of Students, Community Service and Grade1 Radiographers. Quality assurance of images. Assist with quality control tests. Grade3: Grade1 and 2 duties and to assist the students and other qualified Radiographers with problem solving. Assist with quality control tests. Assist in managing of the department. High level of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S Van Niekerk Tel No: 012 354 1379
	:	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, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 June 2021
<u>POST 21/75</u>	:	<u>ADMINISTRATION OFFICER REF NO: PHOLO 2020/05/02 (X1POST)</u> Directorate: Mortuary Section
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum, (plus benefits) Pholosong Hospital Grade 12 or equivalent with atleast 5 years' experience in patient affairs. National Diploma or Degree in Administration with 3 years' experience in patient affairs and willing to work shifts. Sound knowledge of Office Administration Management with emphasis on PFMA, BCEA, Records Management, National Core Standards, Mortuary standard operational manual, In-depth knowledge of Legislative Prescripts, Computer Literacy MS Office (Word, Excel and Outlook). PAAB system will be an added advantage. Skills: Good interpersonal relation, problem solving and decision-making and good office management skill. Competencies required. Good verbal communication and report writing skills. The following will be an added advantage general knowledge of Accident and Emergency/Casualty, X-ray departments. The ability to work under pressure.
<u>DUTIES</u>	:	Supervise and ensure De-Registration and billing of mortuary patients from the PAAB System. Ensure Maintaining of all records relevant to Mortuary. Ensure

mortuary register is manually maintained and improve on electronic record keeping. Follow up and review all unknown patients. Track and Trace bodies from entry to exit. Retrieve all relevant patient files for accurate record keeping. Submit daily electronic report to relevant authority for Covid-19 statistics. Ensure mortuary Certificate of Compliance is achieved and renew it when required. Address all enquiries relevant to Occupational Health and Safety issues. Address all mortuary related queries from internal and external parties. Report malfunctioning of fridges. Ensure securing of area. Ensure cleanliness of mortuary area and trays. Supervise and oversee staff attendance. Appraise staff and evaluate performance. Discipline when necessary in line with Acts, Policy and Standards. Ensure adherence to the six quality priorities. Manage correct patient reclassification. Update all unknown patient in the ward. Order necessary stock and stationary for maintaining the mortuary. Oversee the collection and compliance of relevant documents in record keeping for mortuary (BI 1663 etc.). Ensure all records are secure and accounted for.

- ENQUIRIES** : Ms. V. Bulana Tel No: 011 812 5170
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 June 2021
- POST 21/76** : **ADMINISTRATION OFFICER REF NO: PHOLO 2020/05/03 (X1 POST)**
Directorate: Patient Affairs
- SALARY** : R257 508 - R303 339 per annum, (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Grade 12 or equivalent with atleast 5 years' experience in patient affairs. National Diploma or Degree in Administration with 3 years' experience in patient experience and willing to work shifts. Sound knowledge of Office Administration Management with emphasis on PFMA, BCEA, Records Management, National Core Standards, Mortuary standard operational manual, In-depth knowledge of Legislative Prescripts, Computer Literacy MS Office (Word, Excel and Outlook). PAAB system will be an added advantage. Skills: Good interpersonal relation, problem solving and decision-making and good office management skill Competencies required. Good verbal communication and report writing skills. The following will be an added advantage general knowledge of Accident and Emergency/Casualty, X-ray departments. The ability to work under pressure.
- DUTIES** : Supervise and manage Admin Personnel in the Patient affairs section. Provide leadership and guidance to clerical personnel and coordinate their activities. Check that the admitting officer has completely completed correctly TPH 25 and that all the required information is completed with GPF 4 and 5 and ensure the down time register is complete and that the patient's medical records are captured back once the system is up and running. Confirm and follow up on all medical aid patients. Leave management and monitor all litigations requests and ensuring that the

patient waiting time is reduced by following up on queue management. Supervise records, kit room, mortuary and porter's department, monitor and comply with section 32 request. Compile and submit down time statistics monthly Facilitate proper and classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patient's information on PAAB. Meet all the deadlines and relieve other supervisors during their annual or sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Attend departmental meetings with staff to discuss issues of the unit. Perform all duties as allocated by the Head of Department.

- ENQUIRIES** : Ms. V. Bulana Tel No: 011 812 5170
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 June 2021
- POST 21/77** : **ADMINISTRATION OFFICER: LABOUR RELATIONS REF NO: EMS/LBR/11/2021**
- SALARY** : R257 508 per annum (Level 07), (plus benefits)
- CENTRE** : Gauteng Emergency Medical Services
- REQUIREMENTS** : Degree/National Diploma in Labour Relation or Grade 12 certificate with 3-5 years” Experience in Labour Relation field which must include experience in handling disciplinary matters and disputes, computer literacy (MS word, MS excel) knowledge of the LR administration process, conversant with LR prescript and procedures. Sound verbal and written communication skills. Ability to act with tact and discretion must have office administration competency. Must be in possession of code B driver's license.
- DUTIES** : Provide skilled LR services to EMS and ensure that all LR procedures, comply with all the acts applicable to LR in the public service i.e. Public Regulation and the Public Service Act .Liaise with respective line managers regarding LR functions. Provide customer's service to employees in respect of misconduct cases, grievance and disputes. To answer and resolve complex and sensitive LR policy interpretation and advice departments on management of misconduct. To quality assure LR policy, Employee Relations practice Comply monthly report. Facilitate the resolution of grievances lodged by employees. Take part in the Employee /management forums. Render secretarial service in the multilateral meetings.
- ENQUIRIES** : Mr. G Papo Tel No: 011 564 2033
- APPLICATIONS** : must be delivered to Emergence Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand Or Posted to P.O Box 8311 Halfway House 1685.
- CLOSING DATE** : 28 June 2021

POST 21/78 : **CHIEF WORKS OFFICER (BUILDING): FMU REF NO: EMS/SPLYCHN/08/2021**

SALARY : R257 508 per annum (Level 07), (plus benefits)
CENTRE : Gauteng Department of Health (Emergency Medical Service)
REQUIREMENTS : A three year tertiary qualification in Building, Quantity Surveyor or Civil engineering Field or N3 certificate plus a complete trade test certificate with relevant experience in the built environment. Valid driver's license. Willingness to travel and work irregular hours. Computer literacy, Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.

DUTIES : The successful candidate will be responsible for management of building projects. Attend to day to day and planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

ENQUIRIES : Mr KJ Mapotse Tel No: (011) 564 2018
APPLICATIONS : must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

CLOSING DATE : 28 June 2021

POST 21/79 : **SENIOR ADMIN: ASSET REF NO: EMS/SPLYCHN/09/2021**

SALARY : R257 508 per annum (Level 07), (plus benefits)
CENTRE : Gauteng Department of Health (Emergency Medical Service)
REQUIREMENTS : Grade 12 or equivalent qualification. 3 – 5 years' experience in the asset Management sphere. Undergraduate Degree/ National Diploma in Asset Management field will be an added advantage. Computer skills, Excel, Word, knowledge of BAS, SAP, Knowledge of PFMA, Treasury Regulations. Knowledge of procurement processes. Knowledge of SCM Policies PFMA, PPPFA, and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Labour Relations Processes. Conflict Management Skills. Ability to work under pressure. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self -motivated. Ability to handle tasks of multi-disciplinary nature. Valid driver's license.

DUTIES : Overall management of assets in the institution. Ensure that all assets of the Institution are barcoded and captured correctly. Ensure that reconciliation is done on monthly bases. Control the movement of assets. Ensure that Asset register is always updated. Compile and submit monthly reports. Ensure that asset verification is conducted. Ensure that all assets are barcoded. Ensure that proper controls of assets with regards to transfer and donations of the institution. Provide supervision to subordinates. Sign performance contract on annual bases. Perform other duties assign by the supervisor. Perform be willing to undergo continues training and development programmes. Attending meetings and training as approved by supervisor. Comply with the performance and development system 9 contracting, reviews and final assessment of the subordinates.

ENQUIRIES : Mr KJ Mapotse Tel No: (011) 564 2018
APPLICATIONS : must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

CLOSING DATE : 28 June 2021

POST 21/80 : **HUMAN RESOURCE OFFICER REF NO: EMS/HRO/06/2021 (X3 POSTS)**

SALARY : R257 508 per annum (Level 07), (plus benefits)
CENTRE : Emergency Medical Services

- REQUIREMENTS** : Grade 12 with 10 year's Human Resource Management experience OR Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years' experience. Computer Literacy (MS Office). Must have knowledge and experience in Persal Systems (Persal certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health and safety act, PFMA and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver's license.
- DUTIES** : Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports and presentations. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees.
- ENQUIRIES** : Mr MM Manenzhe Tel No: 011 564 2292
- 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.
- CLOSING DATE** : 28 June 2021
- POST 21/81** : **HUMAN RESOURCE CLERK REF NO: EMS/HRC/05/2021 (X3 POSTS)**
- SALARY** : R173 703 per annum (Level 05), (plus benefits)
- CENTRE** : Emergency Medical Services
- REQUIREMENTS** : Grade 12/ equivalent qualification with 1-2 years relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written). A valid driver's license will be an added advantage.
- DUTIES** : The successful candidates will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Recruitment and Selection. Drafting of Persal mandates, attending meetings, assisting with minute keeping. Attend to queries from internal/ external clients and to any other HR related matters as delegated by Supervisor.
- ENQUIRIES** : Mr CV Mokobodi Tel No: (011) 564 2054
- 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.
- CLOSING DATE** : 28 June 2021
- POST 21/82** : **FINANCIAL/ACCOUNTING CLERKS REF NO: EMS/FNC/07/2021 (X3 POSTS)**
- SALARY** : R173 703 per annum (Level 05), (plus benefits)
- CENTRE** : Gauteng Emergency Medical Services
- REQUIREMENTS** : Grade 12 with Commercial subject as passed plus National Diploma/Degree in Financial Management /Accounting qualification or equivalent with a minimum of 18 Months practical financial experience. Proven computer literacy, good interpersonal and communication skills, verbal and written report skills, the ability to work under pressure and meet deadlines. A valid driver's license will be an added advantage.
- DUTIES** : Compile Monthly reconciliation of supplier payments. BAS/PERSAL, SAP, MEDSAS payments, BAS/PERSAL, SAP, MEDSAS and Parking. Capturing,

processing and allocating invoices through E-invoicing (SAP). Compile and capture journals and other accounts payable related reports such as fruitless & wasteful expenditure. Billing and submission of patient accounts to debtors and tracing outstanding debts. Assist in budget capturing and requesting reports. Expected to perform all other financial duties as delegated by the supervisor. Attend queries related to Finance Department.

ENQUIRIES : Ms. K Chauke Tel No: 011 564 2061/2038
APPLICATIONS : must be delivered to Emergence Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand Or Posted to P.O Box 8311 Halfway House 1685.

CLOSING DATE : 28 June 2021

POST 21/83 : **MATERIAL RECORDING CLERK REF NO: EMS/SPLYCHN/10/2021**

SALARY : R173 703 per annum (Level 05), (plus benefits)
CENTRE : Gauteng Department of Health (Emergency Medical Service)
REQUIREMENTS : National Senior Certificate (Matric/Grade 12) with 1 year experience in SCM Environment Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting.

DUTIES : Render Acquisition clerical support, request quotations, draft internal memorandum, capture requisitions on SRM system, administer filing, photocopying and faxing and email orders to service providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Assist in the compilation of RFQ. Provide Supply Chain Clerical Support Services within the Component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Provide Personnel Administration Clerical Support Services within the Component: Maintain incoming and outgoing requisitions.

ENQUIRIES : Mr KJ Mapotse Tel No: (011) 564 2018
APPLICATIONS : must be delivered to Emergence Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

CLOSING DATE : 28 June 2021

POST 21/84 : **SECRETARY REF NO: SBAH 63/2021**
 Directorate: General Surgery

SALARY : R173 703 per annum, (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : The incumbent must have completed a diploma or secretarial course. 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 administrator in clinical academic environment with joint Provincial and University responsibilities. Computer literacy in Ms Word, Excel, Power Point, Medicom, Ms Outlook. People soft knowledge essential. Must be fully bilingual. The applicant must be able to prioritize duties, work independently, assisting with Adhoc and willing to work after hours when required.

DUTIES : Manage and organize the functions of the division. This includes telephone calls, patient enquires, filing and record keeping, visitors, correspondence, patient reports, duty rosters, statistics, Educational duties are liaison with departments in the faculty of Health Science. Obtain literature and do searches at the library. Prepare lecture material in a PowerPoint presentation, organize examinations and Support the Head of Division's educational tasks at interuniversity and College of Medicine level.

ENQUIRIES : Prof TV Mulaudzi Tel No: 012 354 2099
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 June 2021

POST 21/85 : **CHIEF PORTER REF NO: SBAH 64/2021**
Directorate: Admin & Logistics

SALARY CENTRE REQUIREMENTS : R145 281 per annum, (plus benefits)
Steve Biko Academic Hospital
Minimum Grade 12 or equivalent qualification. Knowledge of portering service and working in the mortuary will be an added advantage. Ability to communicate in more than one official language, passion for work, Knowledge of customer care, self-driven and motivated to work in a team willingness to work shifts.

DUTIES : Escort/accompany patients from reception to various sections, between sections and wards and to and from vehicles. Load and off load patients, render assistance to nursing staff with transfer of patients to bed /trolleys and vice versa. Display caring, respectful, friendly, courteous attitude to all patients, relatives, members of public, colleagues, shift leaders, other co-workers and supervisors. Transport corpses to the mortuary, together with the files and complete the mortuary register. Filling of daily work activities in porters control sheet. Perform other duties as allocated by the supervisor.

ENQUIRIES APPLICATIONS : Mr. MF Monama Tel No: 012 354 1421
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 June 2021

POST 21/86 : **OPERATOR PHOTOCOPIER REF NO: SBAH 65/2021**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R145 281 per annum, (plus benefits)
Steve Biko Academic Hospital
Grade 10 or equivalent plus 1 year working experience. Grade 12 proven photocopier, literacy and warehouse experience will be added advantage.

DUTIES : The successful candidate will be responsible for operation duties with regard to duplicate, bind and deliver forms and documents for hospital use. Conduct preventative and corrective maintenance on printing machine, record material usage, and train apprentices. Quality assurance and control of pre-printing and printed products.

ENQUIRIES APPLICATIONS : Mr. D Morwasi Tel No: 012 354 5159
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 June 2021

POST 21/87 : **PORTER REF NO: SBAH 66/2021**
Directorate: Admin & Logistics

SALARY CENTRE REQUIREMENTS : R102 504 per annum, (plus benefits)
Steve Biko Academic Hospital
Minimum Grade 10 or Abet level 4 and/or above an equivalent qualification, knowledge of Portering services, working in mortuary will be added advantage. Ability to communicate in more than one official language, passion for work,

- knowledge of customer care, self-driven and motivated to work in a team, willingness to work shifts.
- DUTIES** : Escort/accompany patients from reception to various sections, between sections and wards and to and from vehicles. Load and off load patients. Render assistance to nursing staff with transfer of patients to beds/trolleys and vice versa. Display caring, respectful, friendly, courteous attitude to all patients, relatives, members of public, colleagues, shift leaders, other co-workers and supervisors. Transport corpses to the mortuary, together with the files and complete the mortuary register. Filling of daily work activities in porters control sheet. Perform other duties as allocated by the supervisor.
- ENQUIRIES** : Mr. MF Monama Tel No: 012 354 1421
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 29 June 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 28 June 2021.No late applications will be considered. No faxed or emailed applications will be accepted.
- NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 21/88** : **ASSISTANT DIRECTOR: PROGRAMME INFORMATION MANAGEMENT & REPORTING REF NO: REFS/008938**
(12 Months Contract)
- SALARY** : R376 596 per annum, (plus 37% in lieu of benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant three/four-year tertiary qualification (National Diploma/Degree) in Public Administration, Monitoring and Evaluation, social and or economic sciences, development studies or equivalent. Minimum of 2-3 years of experience in a related environment. Competencies- Report Writing Skills; Communication and Interpersonal Skills; Problem-Solving Skills; Organizing; Planning Numerical and Analytic Skills. Strong sense of commitment. Results-driven and ability to work under pressure and meet deadlines. Computer Literacy with knowledge of MS Office software: Ms Excel (Intermediate), Ms Word and Ms PowerPoint. Understanding of environment related Acts/Policies and Frameworks: Housing Act and Code; PFMA; Treasury Regulations; Framework for Managing Programme Performance Information and the Division of Revenue Act (DoRA).
- DUTIES** : Assist in establishing and improving mechanisms, policies and procedures for programme performance information management and reporting in line with the

existing legislative framework/s. Provide support to the business units on the utilization of reporting frameworks/tools as well as interpretation of departmental reporting requirements. Align reporting to strategic plans, business plans and performance plans. Collect, verify and consolidate data from business units in line with the Departmental Annual Performance Plan, Business Plan Operational Plans and any other Departmental planning documents. Collect, verify and consolidate data from Municipalities and Implementing Agencies in line with the transferred funds. Ensure the accuracy, validity and completeness of reported performance information. Analyse and interpret data obtained from various sources and convert it to meaningful information. Compilation of monthly and quarterly reports, reflecting progress on key Departmental outcome indicators, for submission to various stakeholders. Ensure effective and efficient accounting as per the Division of Revenue Act (DoRA). Monitor and report on Human Settlements Development Grant (HSDG) transfers effected to Municipalities and Departmental Implementing Agencies. Ensure that the Housing Subsidy System (HSS) is timeously updated with project related performance information. Timeously respond to audit queries and any other enquiries on performance information. Maintain the credibility of performance information. Gather and maintain the Portfolio of Evidence for reported Performance. Strict adherence to departmental/stakeholder reporting deadlines.

**ENQUIRIES
APPLICATIONS**

: Miyelani Tshabalala @ 063 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 21/89

: **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO:
REFS/008961**

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum, (All Inclusive)
: Johannesburg
: Matric plus Bachelor's Degree / National Diploma in Risk Management/ Auditing/ Finance at NQF level 6/7 as recognized by SAQA. A minimum of 3 years' experience in Risk Management field. A valid driver's license. Competencies Needed: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Risk Management frameworks, King III & IV report), BarnOwl system, clear understanding of Enterprise Risk Management Policies, procedures and standard and Business Continuity. People management, financial management, communication skills. Facilitation and presentation skills. Mentoring and coaching skills, planning and organising skills. Computer Literacy (MS Word, Excel, PowerPoint) and be able to work Virtual/Online using Microsoft Teams.

DUTIES

: Coordinate and facilitate the Control Risk Self-Assessment for Directorates/Regions and at Project level. Coordinate the implementation of action plans for the risks and reporting on any emerging risks. Assist in facilitating and ensure that each Risk Owner/Risk Champion take ownership of his/her risk register by implementing mitigation measures and reporting on the critical risk to Risk Management Sub- Committee. Assist in preparing, reviewing and updating the Draft Risk Management Policy, Risk Management Strategy and other Governance Risk Documents and ensure that these documents are circulated and communicated to the entire organisation. Plan and initiate Risk Management Awareness Campaigns and implement Risk Management Awareness Program. Ensure that Risk culture is inculcated across the Department. Submit monthly and quarterly reports. Prepare and submit five top operational risks risk reports for each Business Unit/Region and Project Risks which includes unresolved and emerging risks. Assist in coordinating the Strategic Risk Assessments for the Department and in the development of the Strategic Risk Response Action Plan. Track and report on the progress made by the Risk Owner quarterly. Ensure that the Operational Risk Response Action Plan is signed off by Risk Owners monthly. Ensure implementation of combined assurance by collaborating and linking risk management efforts with assurance services, internal controls and compliance matters to ensure effective system of internal control. Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the Department. Supervise junior staff members

and ensure that continuous professional development is encouraged and implemented.

ENQUIRIES : Ms Alinah Mogaswa @ 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL TREASURY

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



APPLICATIONS : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 28 June 2021

NOTE : Applications must be submitted on a duly signed new Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non- SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 21/90 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE ADMINISTRATION**
Directorate: Corporate Services

SALARY : R257 508 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A relevant three-year tertiary. i.e. National Diploma or Degree in Human Resources. 1-2 years' experience in HR Administration and or Management.

DUTIES : To implement and administer conditions of service and service benefits. Implement and administer HR provisions. Implement and administer performance management and development systems and salary administration. Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

ENQUIRIES : Baleseng Sedibe Tel No: (011 227 9000)

**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 1 post of Medical Specialist - Radiology with Ref No: MedspecRad/1/2021 (**For Inkosi Albert Luthuli Central Hospital**) advertised in Public Service Vacancy Circular 19 dated 28 May 2021, the closing date has been extended to 02 July 2021. Kindly note that the Medical Officer sessional posts were advertised in Public Service Vacancy Circular 19 dated 28 May 2021 with Ref No: Murch 03/ 2021 (**for Murchison Hospital**), The requirements have been amended as follows: Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 year 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 to perform community service, as required in South Africa. A minimum of one (01) year spent in Anaesthesia Department (with a Diploma will be an added advantage). Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. The closing date has been extended to 02 July 2021.

OTHER POSTS

<u>POST 21/91</u>	:	<u>HEAD CLINICAL UNIT- GR 1& 2 – ANAESTHESIOLOGY REF NO: GS 33/21</u> Component: Anaesthetics Department
<u>SALARY</u>	:	R1 728 807 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. Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex Minimum Requirements: Senior Certificate or equivalent. MBCHB or equivalent qualification Plus FCA (SA) or MMed in Anaesthesia. Registration with HPCSA as a "Specialist Anaesthesiologist". 5 years experience after registration with HPCSA as a Medical Specialist in a normal specialty or a recognized sub-specialty. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Track record of academic publications. Knowledge, Skills, training and Competency Required: Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline. Assessment, management of patients. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships Participation in the After Hours call system is essential. This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg: It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area.
<u>DUTIES</u>	:	Manage the Anaesthetic department of a busy tertiary hospital. Participate in the clinical anaesthetic service of a regional/tertiary hospital by: Providing consultant cover in theatre daily, the ICU and High Care wards. Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals. Participating in pre-operative assessment of high-risk patients in the anaesthetic

clinic. Undertaking development of sub-specialty services at Grey's Hospital. Peri-operative Analgesic Service. Support trauma and resuscitative units. 24 Hour Epidural Analgesic service in Labour. Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical. Participate in outreach programmes for the development of safe anaesthetic services in Grey's Hospital catchment area. Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one's own responsibility and accountability for actions taken on one's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

**ENQUIRIES
APPLICATIONS**

: Dr Z Farina Tel No: 033-897 3412
: 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: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 33/21. 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

: 28 June 2021

POST 21/92

MANAGER: MEDICAL SERVICES GRADE 1 REF NO: MED/01/2021

SALARY

: R1 173 900 per annum, (All-inclusive remuneration package plus commuted overtime)

**CENTRE
REQUIREMENTS**

: Addington Hospital: KwaZulu-Natal
: Certified copy of MBChB, Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. A minimum of three (3) years' appropriate experience after registration with HPCSA as a Medical Practitioner. Current annual fees registration with the 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. Recommendation: Post-graduate diploma/degree in management will be an added advantage. Minimum of Three (3) year's management or supervisory experience will be an advantage. Knowledge, Skills Training and Competencies Required: Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of the District Health System. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Good communication, leadership, decision making, team building and motivation skills. Be computer literate with proficiency in MS Office Software Applications.

DUTIES : Work with the Senior Manager Medical Service to achieve the following: Ensure the provisions of protocols and guidelines to the Medical and 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 Cluster 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 and management issues. Ensure optimal use of resources, both human and financial. 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 that 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 grievances 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.

ENQUIRIES : Dr A Aron Tel No: 031 327 2000

APPLICATIONS : 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.

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

CLOSING DATE : 28 June 2021

POST 21/93 : **CLINICAL MANAGER GRADE 1/2/3 REF NO: HRM 39/2021 (X1 POST)**
Directorate: Medical Management Office
Re-Advertisement- those who previously applied need to re-apply

SALARY : Grade 1: R1 173 900 – R1 302 849 per annum, inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime.

CENTRE : King Edward VIII Hospital Complex
REQUIREMENTS : MBCHB or equivalent PLUS Minimum 3 years' experience as a Medical Practitioner after HPCSA registration PLUS Current registration with HPCSA as a Medical Practitioner (2020/2021). Recommendation: Computer Literacy,

Supervisory experience. Knowledge, Skills, Training and Competencies Required: Computer literate – proficient in the MS package (Word, Excel, Outlook, Power Point), Sound clinical knowledge, competency and skills in a clinical domain, Sound planning, negotiating and decision making, Information analysis, problem solving and policy (sop) formulation competency skills, Good communication, leadership, interpersonal and supervisory skills, ability to supervise and manage allied health and clinical domains, Formulate policies and guidelines to improve quality of health care, Ability to manage medical and allied health sub-components independently, diligently, responsibly and engage when necessary, Knowledge of relevant policies, legislative prescripts, programs and priorities, Ability to teach, guide, and mentor junior staff within the department, Competence in human resources management, financial management, conflict management and change management.

DUTIES : Provision of clinical/medical services as per departmental requirements, conduct/participate quality improvement programs in pursuit of quality patient centered care, Operational plan development and implementation as well as development and implementation of policies and protocols within the department relevant, Support and supervision for staff within the component as well as multidisciplinary team members, Participate in the training and teaching programs (students, interns, registrars, nurses), Provision of outreach programs within the referral drainage network and/or catchment, deputize for the Senior Manager: Medical Services.

ENQUIRIES : Dr. T. Mayise Tel No: 031 360 3015

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 28 June 2021

POST 21/94 : **MANAGER: MEDICAL SERVICES (OSD) REF NO: MURCH 05/ 2021 (X1 POST)**

SALARY : R1 173 900 per annum, (All Inclusive package). Other Benefits: 22% Rural Allowance of Basic Salary and Commuted Overtime

CENTRE : Murchison Hospital
REQUIREMENTS : Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Officer PLUS3 years' experience after registration with the HPCSA as a Medical Officer, 2 years of which must be in management or supervision. Certificate of Service and Verification of experience from Human Resources on an official letterhead must be attached to the application. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of relevant Acts, Policies and regulations used in the KZN department of health. Sound management, negotiation, planning, interpersonal,

conflict management and problem solving skills. Policy formulation skills. Good communication skills (written and verbal) and computer literacy skills. Good team building and leaderships skills. Sound planning and organizing skills. Decision making skills and sound planning and organization skills.

DUTIES : Provision of a safe, ethical, legal and high quality medical care at Murchison Hospital and attached Clinics. Provide support to all medical, therapeutically and professional staff. Manage clinical risks, provide clinical governance and ensure hospital efficiency. Manage the provision of clinical support services and other operational management of the institution according to the clinical services under a District hospital. Manage the provision of accessible healthcare services of the institution through the implementation of priority programmes. Implementation of general policies and medical health related policies and procedures. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans in keeping with the requirements of the institution. Deputize the Chief Executive Officer as required. Monitor and implement quality improvement plan. Monitor and evaluate patients care delivery. Monitor and manage staff performance. Monitor and implement medical equipment management plan. Performing clinical duties as the situation demands. Incumbent be available for clinical duties and performing commuted overtime as the need arises.

ENQUIRIES : Mr RE Manyokole Tel No: 039-6877311 EXT 122
APPLICATIONS : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 OR hand delivered to: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment New Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 33/2021. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews

CLOSING DATE : 02 July 2021

POST 21/95 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: PHARM/MANAGER/2021**

SALARY : R1 026 693 per annum, (All-inclusive remuneration package)
CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : Experience: Degree in Pharmacy. Grade 12 certificate, Registration with the South African Pharmacy Council (SAPC) as a Pharmacist, Proof of current registration with SAPC as a Pharmacist (2021), Minimum of 3 years' experience after

registration with SAPC as a Pharmacist, Certified copies of certificates/letters of service stating relevant recognisable working experience as a Pharmacist plus verification of qualifications by SAQA from current Employer if applicable, Valid unendorsed driver's license. Recommendations: Minimum of 3 years managerial experience in pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmacy Supervisor or equivalent positions). Experience of working at a large multidisciplinary facility will be an added advantage. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Extensive experience in the management of pharmacy including human resource, financial and risk management .Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Ability to work under pressure and coordinate productivity. Sound knowledge of the District Health System and setting. Effective planning, organizational and managerial skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge on the implementation of effective performance management system and capacity building for succession planning. Sound knowledge and implementation of effective monitoring and evaluation system Knowledge of Batho Pele principles .Computer Literacy.

DUTIES

: Manage the Pharmaceutical Services at Addington Hospital and associated Clinics (i.e. the entire catchment area that Addington Hospital is responsible for) in line with the National, Provincial and District strategies and priorities. Assume position of being the responsible pharmacist for Addington Hospital Pharmacy. Formulate and implement Standard Operating Procedures for Pharmaceutical Services and ensure that they are in line with current statutory regulations and policy guidelines. Provide leadership, management and support to all Clinical Heads, Clinical Managers, Allied health professionals and all staff under his/her supervision. Ensure rational use of resources (human, financial (asset and inventory) and physical). Provide and supervise training programmes (Pharmacist Interns and Pharmacy Support Personnel).Coordinate activities of Essential Medicines Programme including Pharmacy and Therapeutics Committee. Conduct service assessment and implement quality improvement programmes. Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. Ensure continuous monitoring of morbidity and mortality through clinical audits. Translate and operationalize current national, provincial and district strategic plans. Ensure that cost-effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Compile monthly financial and other reports as required by the Chief Executive Officer or his/her delegate.

ENQUIRIES
APPLICATIONS

: Dr A Aron Tel No: 031 327 2000
 : 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.

NOTE

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

due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
28 June 2021

CLOSING DATE

:

POST 21/96

:

CHIEF EXECUTIVE OFFICER REF NO: G71/2021

Cluster: District Health Services

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

SALARY

:

R869 007 per annum (Level 12), (An all Inclusive MMS salary package)

CENTRE

:

Othobothini Community Health Centre

REQUIREMENTS

:

A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

:

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

ENQUIRIES

:

Ms PM Themba Tel No: 035- 572 1327

<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Manager: Umkhanyakude District Office: KZN Department of Health, Private Bag X026, Jozini, 3969 OR Hand delivered to: Jozini main Road, Opposite KFC
<u>FOR ATTENTION NOTE</u>	:	Mrs N Mdluli Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
<u>CLOSING DATE</u>	:	28 June 2021
<u>POST 21/97</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: EMP12/2021 (X1 POST)</u> Component: Nursing Management Services
<u>SALARY</u>	:	R843 618 – R949 482 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 benefit: 8% in-hospitable allowance.
<u>CENTRE REQUIREMENTS</u>	:	Empangeni Diploma in General Nursing & Midwifery plus Diploma in Advanced Midwifery & Neonatal Nursing Science plus Diploma in Nursing Administration plus Registration Certificate with SANC plus Current receipt (annual registration – 2021) plus A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to must be appropriate and recognizable experience in Nursing Management Level. 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. Recommendation: Diploma in Advance Midwifery, Valid Driver's License, Computer literacy. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour relations Act, Occupational Health and Safety act, Patients' Rights, Batho Pele Principles, etc. Mentorship and supervisory skills, Leadership, Management, Planning, Organizing and coordinating skills, Clinical competencies and policy formulation skills, Knowledge of nursing care delivery approaches, Good verbal and written communication skills, Conflict management / sound labour management skills, Mentorship and supervisory skills, Computer literacy, Knowledge and understanding of Human Resource and Financial practices.
<u>DUTIES</u>	:	Provide leadership a strategic direction in the Nursing Component, Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care, To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health, To contribute toward strategic planning process of the hospital, Represent Nursing Component in the Senior Management Team. To demonstrate hospital's

commitment to quality nursing care and ensure compliance with National Core Standard, Advocate and ensure the promotion of nursing ethos and professionalism, To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources, Deal with disciplinary and grievance matters, To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services, Monitoring and evaluation of patient care delivery in the hospital, Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care, Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork), Formulation and implementation of nursing guidelines, practices, standards & procedure)

**ENQUIRIES
APPLICATIONS**

: Dr M Samjowan Tel No: 035 907 7008 (Secretary Tel No: 035 9077184)
 : All applications must be forwarded to: The Acting Chief Executive Officer, and should be placed in the application box situated at the Pedestrian gate or posted to Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880, Physical Address: 21 Union Street, Empangeni, 3880.

**FOR ATTENTION
NOTE**

: Deputy Director Human Resources Mr. SM Ndabandaba Tel No: 035 9077011
 : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID, Drivers License must be attached where applicable. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a 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. 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. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided.

CLOSING DATE

: 28 June 2021

POST 21/98

: **MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 38/2021 (X2 POSTS)**
 Directorate: Dept. of Paediatrics

SALARY

: Grade 1: R821 205 – R884 670 per annum, (all-inclusive salary package)
 Grade 2: R938 964 – R1 026 693 per annum, (all-inclusive package)
 Grade 3: R1 089 693 – R1 362 366 per annum, (all-inclusive package)

**CENTRE
REQUIREMENTS**

: King Edward VIII Hospital Complex
 : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10

years' experience after registration with the HPCSA as an Independent Medical Practitioner. **Grade 3:** 10 years or more after registration with the HPCSA as a Medical Practitioner. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Proven clinical care for Pediatrics and neonatology and after hours care, Undertake procedures as well as supervising and assisting medical officers and interns, To train and guide fellow Medical officers, Interns and Students, Assist with the maintenance of the standards of care and implementation of the Quality Improvement Program through clinical audits, clinical case presentations and attend clinical meeting, Ability to ensure that the national and provincial protocols are adhered to.

DUTIES : Diagnose and initiate management of Pediatric patients and neonates, Provide care for inpatients and outpatients in the Pediatrics, Diagnostic and therapeutic procedures, Supervise junior medical staff and assist in administrative tasks, Participate in representative meetings with the relevant unit, Participate in academic training programs aligned to the Department of Pediatrics and Child Health, University of Kwa Zulu Natal, Perform after-hours service with overtime duties, Be aware of the District referral system.

ENQUIRIES : Dr. N Khuzwayo Tel No: 031 360 3854

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying). Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 28 June 2021

POST 21/99 : **ASSISTANT MANAGER NURSING SPECIALTY – CRITICAL CARE DEPARTMENT GRADE 1 REF NO: HRM 37/2021 (X1 POST)**
Directorate: Nursing

SALARY : Grade 1: R614 991 – R692166 per annum, (including benefits)

CENTRE : King Edward VIII Hospital Complex

REQUIREMENTS : 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.

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
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying). Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 28 June 2021

POST 21/100 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 10/2021 (X1 POST)**

SALARY : Grade 1: R562 800 – R633 432 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE : Nellies Farm Clinic
REQUIREMENTS : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with

the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations , Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, 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 counselling 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 programmes.

DUTIES

: Provision of optimal, holistic specialised nursing care with set standards and within a professional /legal framework. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (Quality of practice).Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Ensure effective utilisation of human resources; material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary care. Compile monthly, quarterly statistics and other reports. Ensure proper usage of equipment and machinery.

ENQUIRIES

: Mrs M Ntseki Tel No: (034) 621 6119

APPLICATIONS

: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION

: Mrs DBP Buthelezi

NOTE

: Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be African Male.

CLOSING DATE

: 28 June 2021

<u>POST 21/101</u>	:	<u>OPERATIONAL MANAGER (PHC) REF NO: SAHL01/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R562 800 – R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance.
<u>CENTRE REQUIREMENTS</u>	:	Sahlumbe Clinic
	:	Senior Certificate (Grade 12). Diploma /Degree in General Nursing and Midwifery. Registration with SANC in General Nursing and Midwifery. Proof of current registration with SANC (2021). A minimum of 9 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Proof of current and previous experience; certificate of service endorsed by HR. Recommendation: Diploma in Nursing Administration .Computer literacy. Knowledge; Skills; Training; and Competencies: Knowledge of nursing care processes and procedure; nursing statutes; and other relevant legal framework. Knowledge of policy directives information the provision of Primary Health Care. Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures /processes. Knowledge of Batho Pele principles and Patients' Rights Charter.
<u>DUTIES</u>	:	Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package .norms and standard and ideal Clinic Realization. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' need, requirements and expectations (Batho-Pele).Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units and report to nursing management. Active involvement in Operation Sukuma Sakhe. Manage the out –reach services and ensure data management. Conduct facility Nerve Centre, Information Health Meeting and sit in other meetings. Promote Nursing Ethics and Professionalism.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L.J Myeni Tel No: 036 637 9600
	:	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, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. 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. NB: Certified copies should not be older than six months. 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 from 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.

CLOSING DATE : 28 June 2021

POST 21/102 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1: DIAGNOSTIC IMAGING SERVICES REF NO: RAD 20/20201 (X2 POSTS)**

SALARY : R466 119 – R517 326 per annum, plus 13th Cheque, 12% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Edendale Hospital
 : Grade 12 (senior certificate) ,Three years National Diploma/Degree in Diagnostic Radiography , Registration certificate with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer, Current registration (2021-2022) with the HPCSA as Independent Diagnostic Radiographer, Certificate of Service endorsed by HR Department must be attached. Experience: Minimum of three years' experience after registration with HPCSA as a Diagnostic Radiographer. A certificate of service obtained from the HR Department must be attached.

DUTIES : Provision of high quality diagnostic radiography including fluoroscopy and CT services according to patients' needs. Take a supervisory role in all aspects of the Imaging department as delegated. Participation in shift and standby duties including nights, weekends and Public Holidays (NB: Edendale Hospital Medical Imaging department provides a 24-hour service to patients and therefore only candidates willing to participate in shift work should apply). Perform general administrative duties as required where necessary and appropriate. Provide Guidance and supervision to junior staff and radiography/sonography students. Play a key role in institutional radiographic policy making and planning for service delivery. Promote Batho Pele in execution of all duties for effective service delivery. Give factual information & health education to patients and clients on Radiography /imaging procedures including fluoroscopy and CT scan. Inspect and use equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of quality assurance and quality improvement programmes. Taking an active role to ensure that radiographic services comply with all Radiation Control legislation. Be actively involved in In-Service Training, Peer Review & CPD activities.

ENQUIRIES : Mrs. B. Yenzela Tel No: 033 395 4191

APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION : Mr. T.C. Manyoni

NOTE : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE : 30 June 2021

POST 21/103 : **MEDICAL OFFICER SESSIONAL 1, 2, 3 REF NO: MURCH 03/2021 (X2 POSTS)**

SALARY : Grade 1: R410 800 per annum
 Grade 2: R470 080 per annum
 Grade 3: R544 960 per annum

CENTRE REQUIREMENTS : Murchison Hospital
 : **Grade 1:** Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 year 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 to perform community service, as required in South Africa. A minimum of one (01) year spent in Anaesthesia Department (with a Diploma will be an added advantage). Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human Resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. **Grade 2:** Senior Certificate PLUS appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner OR 6 years' 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. A minimum of one (01) year spent in Anaesthesia Department (with a Diploma will be an added advantage). Certificate of service endorsed by your Human Resources. **Grade 3:** Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner OR 11 years' 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. A minimum of one (01) year spent in Anaesthesia Department (with a Diploma will be an added advantage). Certificate of service endorsed by your Human Resources. Verification of Experience Pre Screening endorsed by your Human Resources. Knowledge, Skills and Competencies: Knowledge and understanding of relevant policies and clinical protocols, Sound knowledge of national TB Programme and ARV Programme including STI's and PMTCT. Sound knowledge and clinical skills. Sound knowledge of emergency and triage protocols. Ability to function in a multidisciplinary Team. Good Team Building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

DUTIES : Clinical responsibility, including examination, investigation, diagnosis and treatment. Ability to perform overtime call hours on weekdays, weekends and public holidays. Maintain accurate record management in accordance with the legal and ethical considerations and continuity of patient care. Proper handover of patients to doctors on call after hours and on the weekends, and sharing of plans with all clinicians as the need arises. Undertake and participate in Continued Professional Development (CPD) program, and other Personal Development initiatives to keep abreast with current medical practices and to improve one self. Participate in Employee Performance Management and Development Programme and agenda as required by the institution. Zeal in participation in Clinical Audits and Quality Improvement Plans. Provision of Quality patient centered care. Performance of required administrative duties.

ENQUIRIES : Dr S Lachman Tel No: 039-6877311/5/6/7/8 ext. 106 during working hours
APPLICATIONS : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 OR hand delivered to: Human Resources Department Murchison Hospital

NOTE : The following documents must be submitted: Application for Employment New Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 33/2021. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their

applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews

- CLOSING DATE** : 02 July 2021
- POST 21/104** : **PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFERY REF NO: DANCHC 11/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 276 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met
- CENTRE** : Nellies Farm Clinic
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One year post-basic qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Science. Current registration with SANC as Professional Nurse and Advanced Midwifery and Neonatal Science with a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing.NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of service and service record) must be attached. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Science. Knowledge, Skills, Training and Competencies Required for the post: Experience in maternity department. Knowledge of nursing care process and procedures and other legal framework. 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. Conflict management and negotiation skills.
- DUTIES** : Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and Patient's rights. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programmes; e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. 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, 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 for data management. Assist in the Implementation of National Core Standards and IDEAL Clinic. Provide adequate and health education, awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.
- ENQUIRIES** : Mrs M Ntseki Tel No: (034) 621 6119

APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION NOTE : Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male.

CLOSING DATE : 28 June 2021

POST 21/105 : **CLINICAL NURSE PRACTITIONER REF NO: DANHC 12/2021 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 276 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met

CENTRE REQUIREMENTS : Nellies Farm Clinic
: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:**Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure

clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

- ENQUIRIES** : Mrs M Ntseki Tel No: (034) 621 6119
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080 Mrs DBP Buthelezi
- FOR ATTENTION** : Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male.
- NOTE** : 28 June 2021
- CLOSING DATE** : 28 June 2021
- POST 21/106** : **CLINICAL NURSE PRACTITIONER: SCHOOL HEALTH SERVICES REF NO: DANCHC 13/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 276 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met
- CENTRE** : Nellies Farm Clinic
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of service and service record) must be attached.
Grade 1: Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
Grade 2: Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in

General nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required For The Post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES : Provide preventive and promotive services that address the health needs of school going children. Facilitate referrals to health facilities where school children will be attended comprehensively. Support, involve and ensure sustainable co-ordination for school health community and multi-sectoral teams in improving health in school premises. Assisting and educating schools to reach and be accredited as health promoting schools. Mobilise resources and conduct capacity building for the implementation of the schools health policy. Monitor and evaluate schools health services rendered i.e. collecting and validating school health data and reporting thereof. Conduct HPV yearly as required by National department of health. Effective utilisation of human resources, materials and physical resources efficiently and effectively. Provide direct and indirect supervision of all staff under his/her supervision.

ENQUIRIES : Mrs M Ntseki Tel No: (034) 621 6119
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male.

CLOSING DATE : 28 June 2021

POST 21/107 : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 14/2021 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 – R579 276 per annum
 Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met

CENTRE : Sukumani Clinic
REQUIREMENTS : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary

Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs M Ntseki Tel No: (034) 621 6119
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080
 : Mrs DBP Buthelezi

**FOR ATTENTION
NOTE**

: Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male.

CLOSING DATE : 28 June 2021

POST 21/108 : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 15/2021 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 276 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance:
Prescribed requirements to be met

CENTRE REQUIREMENTS : Dannhauser Community Health Centre
Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:**Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies Required for the post: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient’s Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES : Implement and advocate for programmes initiative for clients and the community served by the CHC. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the CHC. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the CHC. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the CHC. Work as part of a multi-disciplinary team to ensure good Nursing Care in the CHC. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the CHC .Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES APPLICATIONS : Mrs M Ntseki Tel No: (034) 621 6119
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080

FOR ATTENTION : Mrs DBP Buthelezi

<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, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male.
<u>CLOSING DATE</u>	:	28 June 2021
<u>POST 21/109</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ICU & HIGH CARE) – GRADE 1, 2 REF NO: GJGM 34/2021 (X1 POST)</u> Component: 029498
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum
<u>CENTRE</u>	:	GJGM Hospital
<u>REQUIREMENTS</u>	:	Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma or Intensive Care Nursing) with duration of One Year Accredited with SANC. Proof of current registration (2021 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in theatre and in the whole institution for better quality patient's care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Provision of optimal, holistic specialized critical nursing care with set standards within professional/ legal framework. Be able to manage ventilated patients when necessary.

ENQUIRIES : Mrs TH Mthembu (Assistant Manager Nursing) Tel No: 032- 437 6111 / 6173

APPLICATIONS : to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Regional hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION : Mr S. Govender

NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St13/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 28 June 2021

POST 21/110 : **PROFESSIONAL NURSE SPECIALTY – (MATERNITY) GRADE 1 TO 2 REF NO: GJGM 37/2021 (X2 POSTS)**
Component: Maternity

SALARY : Grade 1: R383 226 per annum, Plus 8% rural allowance
Grade 2: R471 333 per annum, Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE : GJGM Regional Hospital

REQUIREMENTS : **Grade 1:** Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2021 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour,

puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

ENQUIRIES : Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: 032- 437 6040
APPLICATIONS : to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Regional Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION : Mr S. Govender
NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM17/2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 28 June 2021

POST 21/111 : **PROFESSIONAL NURSE SPECIALTY – OPHTHALMOLOGY GRADE 1 TO 2**
REF NO: GJGM35 /2021 (X1 POST)
 Component: Ophthalmology

SALARY : Grade 1: R383 226 per annum, Plus 8% rural allowance
 Grade 2: R471 333 per annum, Plus 8% rural allowance
 Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE : GJGM Hospital
REQUIREMENTS : Diploma or Degree in General Nursing AND Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus Registration with SANC as a Professional Nurse. Post basic Diploma Nursing Qualification in Relevant Specialty (Ophthalmology) with duration of one year accredited with SANC. Proof of current registration (2021 receipt) proof of current registration (2021 receipt) proof of current / previous work experience endorsed and stamped by HR must be attached. Experience: **Grade 1:** A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.at least 10 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post – Basic qualification in relevant specialty. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations,

Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES

: Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance – according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used. Check ward dispensary. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training.

ENQUIRIES

APPLICATIONS

: Mr S.W Dlamini (Assistant Manager Nursing) Tel No: 032- 437 6183
: to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION

NOTE

: Mr S. Govender
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE

: 28 June 2021

POST 21/112 : **PROFESSIONAL NURSE SPECIALTY – PAEDIATRICS GRADE 1 TO 2 REF NO: GJGM36 /2021 (X1 POST)**
Component: Paediatrics

SALARY : Grade 1: R383 226 per annum, Plus 8% rural allowance
Grade 2: R471 333 per annum, Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE REQUIREMENTS : GJGM Regional Hospital
: Degree /Diploma in General Nursing and midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse PLUS Post basic Diploma Nursing Qualification in Child Nursing Science Or Advanced Neonatal Nursing Science with duration of One 1(year), accredited with SANC. Proof of current registration (2021 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current /previous work experience endorsed and stamped by HR must be attached.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in Paediatrics. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in Paediatrics and in the whole institution for better quality patient's care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others.

ENQUIRIES APPLICATIONS : Mrs N.G Mntambo (Assistant Manager Nursing) Tel No: 032- 437 6151
: to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION NOTE : Mr S. Govender
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM /17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 28 June 2021

POST 21/113 : **CLINICAL NURSE PRACTITIONER GR 1 & 2 GATEWAY PHC REF NO: CNPS1GATEWAY/2021**

SALARY : Grade 1: R383 226 per annum

Grade 2: R471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

**CENTRE
REQUIREMENTS**

: Addington Hospital: KwaZulu-Natal
: Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Specialty. **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 ten (10) 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. Minimum Requirements: Certified copies of Degree/Diploma in General Nursing and Midwifery. Certified copy of Registration certificate with SANC in General Nursing and Midwifery. Certified copy of certificate of one year Post Basic Qualification in the relevant specialty i.e. Clinical Health Assessment, Treatment and Care accredited by the SANC. Current Registration receipt with the South African Nursing Council (2021). Certified copies of letters of service stating relevant experience as a Professional Nurse Plus experience in the specialty- Primary Health Care applicable. SAQA verification from Human Resource Department if applicable. Recommendations: At least 1 - 2 year experience in a Primary Health Care setting would be an advantage. A valid driver's license (Code 08) would be a recommendation. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good verbal and written communication and report writing skills. Leadership, decision making and problem solving skills. Conflict management and negotiation skills.

DUTIES

: Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and community. Assist in the accident and emergency department to screen and treat patients appropriately in order to reduce congestion and facilitate waiting times. Provide comprehensive, quality nursing care to adults and children in a cost-effective and efficient manner. Assist in planning, organizing and monitoring of objectives of the Primary Health Care facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Plan and organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. 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 (Batho Pele). Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Maintain accurate and complete patient records including monitoring and evaluation of management of care provided to the clients. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff and participate in meeting the training needs of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Ensure accurate compilation of statistics as required for evaluation and future planning. Hours of Duty: 40 Hours per week; Shift work – Day and Night duty.

**ENQUIRIES
APPLICATIONS**

: Mrs B N Ndhlovu Tel No: 031 327 2000
: 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.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates,

Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

- CLOSING DATE** : 28 June 2021
- POST 21/114** : **PROFESSIONAL NURSE (SPECIALTY) PAEDIATRIC NURSING REF NO: PNS3\PAEDS/2021 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE REQUIREMENTS** : Addington Hospital: KwaZulu-Natal
Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Specialty: Child Nursing Science. Current registration receipt with SANC (2021). In-Service applicants to produce SAQA verification, this may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Specialty) experience in Child Nursing Science. Updated Curriculum Vitae with email address and current cell phone number indicated. Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Specialty. **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 ten (10) 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. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frame works. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMSD evaluation of staff within the unit and participate in monitoring the training need of

staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours of Duty: 40 Hours per week. Shift work – Day and Night duty.

- ENQUIRIES** : Mrs B N Ndhlovu Tel No: 031 327 2000
- APPLICATIONS** : 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.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 28 June 2021
- POST 21/115** : **PROFESSIONAL NURSE (SPECIALTY) NEONATAL NURSING SCIENCE REF NO: PNS\NEON/2021 (X 2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Neonatal Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Specialty: Neonatal Nursing Science. Current registration receipt with SANC (2021). In-Service applicants to produce SAQA verification, this may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Specialty) experience in Neonatal Nursing Science. Updated Curriculum Vitae with email address and current cell phone number indicated. Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **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 ten (10) 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. Knowledge, Skills, Training and Competence: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frame works. Good verbal and written communication and report writing skills. Decision making and problem solving

		skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours of Duty: 40 Hours per week. Shift work – Day and Night duty.
<u>ENQUIRIES</u>	:	Mrs B N Ndhlovu 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>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, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
<u>CLOSING DATE</u>	:	28 June 2021
<u>POST 21/116</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: KWA 01/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance
<u>CENTRE</u>	:	KwaMteyi Clinic - School Health
<u>REQUIREMENTS</u>	:	Senior certificate or Grade 12. Degree/Diploma in General Nursing and Midwifery. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery. At least one (1) year Post-Basic qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC) accredited with SANC. Proof of current

registration with SANC (2021).Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. 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 Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skills, Training and Competencies Required: Knowledge of reproductive and sexuality education. 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 and be able to work under pressure. Team building and supervisory skills. Ability to formulate patient care related policies. Knowledge of Health programmes run at the PHC level. Sound knowledge of National Core standards and data management.

DUTIES

: Ensure that clinical strategies to manage health conditions contained under ISHP, HP and AYHP programme are implemented. Ensure proper implementation of ISHP, HP and AYHP guidelines. Collaborate with other programs to address social ills amongst MCWH, HAST & WBCOHT including challenges related to teenage pregnancy. Ensure that screening for learners in Grade R, 1, 4, 8 and 10 and other grades in all quintiles is increased by 15%per annum. Monitor ISHP, HP and AYHP indicators which measure health practices. Participate in compiling of Quarterly of ISHP and AYHP reports. Maintain interdepartmental health promotion forum meetings. Ensure implementation of national Programmes to empower young girls and boys, like She Conquers, AYFS, Soul Buddys etc. Conduct in service training and in-service training on new developments and new guidelines. Train health care workers at PHC level on ISHP, HP and AYHP. Capacitate other government departments through integrated trainings on ISHP related matters. Plan, organize and conduct community rallies events and or campaigns that convey health messages and practices which support health programme strategies. Support community outreach/awareness that incorporates ISHP, HP and AYHP. Conduct awareness and campaigns that convey health messages at facilities and community level. Make use of local radio stations for community education. Distribute IEC material with health messages.

ENQUIRIES

: Ms L.J Myeni Tel No: 036 637 9600

APPLICATIONS

: 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.

FOR ATTENTION

: Mr S.D. Mdletshe

NOTE

: 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, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. 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. NB: Certified copies should not be older than six months. 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.

- CLOSING DATE** : 28 June 2021
- POST 21/117** : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: STC 5/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance
- CENTRE REQUIREMENTS** : St Chads CHC
Senior Certificate. National Diploma/Degree in Diagnostic Radiography, Current registration with HPCSA a Senior certificate or Grade 12.Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery(2021).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care(PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification inn Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. The ideal candidate must have: Knowledge; Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.
- DUTIES** : Provision of comprehensive nursing service according to PHC CORE packages. Provision of holistic health care approach (preventative, promotive, curatives and rehabilitative) service. Provision of administration services. Involvement with community stakeholders meetings and various committees. Provision of staff development through EPMDS management, clinical teachings, trainings, workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosing and treatment and care of patients at Primary Health Care level. Initiate community projects, involvements in Operation Sukuma Sakhe projects. Ensure safe and clean environment according to IPC standards. Utilize human and other resource efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinical Realization, Norms and Standards) are met. Be involved in clinical audits. Ensure Data managements. Advocate for nursing ethics and professionalism. Conduct health awareness/campaigns and ensure priority programmes indicators are achieved.
- ENQUIRIES APPLICATIONS** : Ms L.J Myeni Tel No: 036 637 9600
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.
- FOR ATTENTION NOTE** : 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,

Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. 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. NB: Certified copies should not be older than six months. 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.

- CLOSING DATE** : 28 June 2021
- POST 21/118** : **CLINICAL NURSE PRACTITIONER - (KHANYISELANI CLINIC) REF NO: EGUM 05/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendation: Valid driver's license code 08 (B) /10 (C1).
- DUTIES** : Ensure proper utilization and safekeeping of basic medical equipment, surgical stock and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all clinic staff. Improve the knowledge of staff and patients through health education and in-service training. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of

Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Use data to improve service delivery. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility. Support the realisation and maintenance of Ideal Clinic Programme in the facility.

- ENQUIRIES** : Ms. NB Dladla Tel No: 039 - 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- FOR ATTENTION** : Human Resource Department
- NOTE** : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply. NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews
- CLOSING DATE** : 28 June 2021 @ 16H00 afternoon
- POST 21/119** : **CLINICAL NURSE PRACTITIONER - (FRANKLIN CLINIC) REF NO: EGUM 06/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after

registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendation: Valid driver's license code 08 (B) /10 (C1).

DUTIES

: Ensure proper utilization and safekeeping of basic medical equipment, surgical stock and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all clinic staff. Improve the knowledge of staff and patients through health education and in-service training. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Use data to improve service delivery. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility. Support the realisation and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES
APPLICATIONS**

: Ms. NB Dladla Tel No: 039 - 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with

disabilities should feel free to apply. NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews
28 June 2021 @ 16H00 afternoon

CLOSING DATE : 28 June 2021 @ 16H00 afternoon

POST 21/120 : **CLINICAL NURSE PRACTITIONER - (MOBILE CLINIC) REF NO: EGUM 07/2021 (X2 POSTS)**

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE : E G & Usher Memorial Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Valid driver's license code 08 (B) /10 (C1). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

DUTIES : Manage and monitor proper utilization of human, financial, and physical resources. Promote quality nursing care as directed by the professional scope of practice and nursing standard as determined for a Primary Health Care facility. Supervise and ensure the provision of an effective and efficient patient care through appropriate nursing or client care. Provide relevant health care information to health care users to assist in achieving optimal care and rehabilitation of patients. Ensure that programmes on staff development and training are in place. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Ensure that the clinic implement departmental projects and quality data management. Improve the knowledge of staff and patients through health education and in-service training. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility.

ENQUIRIES : Ms. NB Dladla Tel No: 039 - 797 8100

APPLICATIONS : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION : Human Resource Department

NOTE : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the

Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply. NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews

- CLOSING DATE** : 28 June 2021 @ 16H00 afternoon
- POST 21/121** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 02/2021 (X2 POSTS)**
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R383 226 per annum, Plus 8% rural allowance
Grade 2: R471333 per annum, Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical

pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of 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. Supervision of patients' 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. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

Mrs. R Bhagwandin (PHC Supervisor) Tel No: 032-4373600

**ENQUIRIES
APPLICATIONS**

: Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450.

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE

: 02 July 2021

POST 21/122

: **DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3: DIAGNOSTIC IMAGING SERVICES REF NO: RAD 21/20201 (X1 POST)**

SALARY

: Grade 1: R317 976 – R361 872 per annum
Grade 2: R372 810 - R426 291 per annum

Grade 3: R439 164 – R532 959 per annum
Plus 13th Cheque, 12% Inhospital Area Allowance, Medical Aid: Optional,
Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Edendale Hospital
: Grade 12 (senior certificate) ,Three years National Diploma/Degree in Diagnostic Radiography , Registration certificate with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer Grade 12 (senior certificate), Three years National Diploma/Degree in Diagnostic Radiography, Registration certificate with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer, Current registration (2021-2022) with the HPCSA as Independent Diagnostic Radiographer. Certificate of Service endorsed by HR Department must be attached. Experience: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA. Foreign candidates require one year 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 2:** Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA plus ten years after registration with the HPCSA as a Diagnostic Radiographer. Foreign candidates require eleven 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. A certificate of service obtained from the HR Department must be attached. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA plus twenty years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require twenty one 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. A certificate of service obtained from the HR Department must be attached. Sound Knowledge of Diagnostic Radiography. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedures and methods. Knowledge of Radiation control regulations and safety. Sound Communication, interpersonal, problem-solving, teaching and training skills.

DUTIES

: Provision of high quality diagnostic radiography according to patients' needs. Take a supervisory role in all aspects of the Imaging department as delegated. Perform general administrative duties as required where necessary and appropriate. Participation in shift and standby duties including nights, weekends and public holidays. NB- Edendale Hospital Medical Imaging department provides a 24-hour service to patients and therefore only candidates willing to participate in shift work should apply. Provide Guidance and supervision to junior staff and radiography/sonography students. Play a key role in institutional radiographic policy making and planning for service delivery. Promote Batho Pele in execution of all duties for effective service delivery. Give factual information & health education to patients and clients on Radiography procedures. Inspect and use equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of quality assurance and quality improvement programmes. Taking an active role to ensure that radiographic services comply with all Radiation Control legislation. Be actively involved in In-Service Training, Peer Review & CPD activities.

ENQUIRIES

: Mrs. B. Yenzela Tel No: 033 395 4191

APPLICATIONS

: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION

: Mr. T.C. Manyoni

NOTE

: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male and White Male, Indian Female and White Female, Coloured Male and Coloured Female.

CLOSING DATE

: 30 June 2021

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

CLOSING DATE : 28 June 2021

NOTE : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and should be accompanied by recently certified copies of qualifications (preferably not older than 6 months), ID/passport and curriculum vitae. Please quote the CORRECT references when applying and where possible the station/Centre where the post is. www.mpuhealth.gov.za. Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. All applications received after the closing date and time will NOT be entertained. Applicants are advised to apply as early as possible to avoid disappointments.

MANAGEMENT ECHELON

POST 21/123 : **DIRECTOR: SECONDARY & TERTIARY HOSPITAL SERVICES REF NO: MPDOH/JUNE/21/01**

SALARY : R1 057 326 per annum, (All-inclusive remuneration package).

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. Registration with a statutory council. At least five (5) years relevant experience at middle / senior managerial level. A Master's Degree in Public Health and a post-graduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the secondary & tertiary services, in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Valid driver's license.

DUTIES : Develop policies and guidelines for secondary and tertiary hospitals care. Develop and monitor the implementation of clinical norms for tertiary and secondary hospitals. Facilitating the recruitment of specialists. Plan, Monitor and evaluate the performance of secondary and tertiary hospitals. Facilitate the planning for the expansion of Regional and Tertiary services. Manage clinical governance activities.

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

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

POST 21/124 : **DIRECTOR: CLINICAL SUPPORT PROGRAMMES REF NO: MPDOH/JUNE/21/02**

SALARY : R1 057 326 per annum, (All-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. At least five (5) years relevant experience at middle / senior managerial level. Registration with a statutory council. A Master's Degree in Public Health and a post-graduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery within the health system, in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Valid driver's license.

DUTIES : Develop policies and guidelines for clinical support programmes. Facilitate the utilisation of blood, laboratory and other ancillary products and services. Develop, support and coordinate E-Health services. Coordinate the delivery of Laundry services. Manage the development and implementation of policy regarding Imaging services.

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

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

POST 21/125 : **DIRECTOR: LEGAL SERVICES REF NO: MPDOH/JUNE/21/03**
(Re-advertisement)

SALARY : R1 057 326 per annum, (All-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An LLB or 3-year legal qualification (NQF level 7) as recognized by SAQA. At least five (5) years' experience in middle / senior managerial level as well as project management experience. LL.M and / or Admission as an Attorney / Advocate will be an added advantage. Computer literacy and a driver's license are essential. Valid driver's license.

DUTIES : Develop a litigation database and management. Develop a litigation management framework. Provide advice in respect of litigation. Ensure uniformity in the management and administration of contracts. Develop contract management policies and processes. Draft and review contracts. Advise on implications of contractual obligations. Provide sound legal advice/opinion to the Head of Department as well as the MEC. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand case law relevant to the legal matter at hand and be able to guide the Departmental management on the development of motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / results. Development of mechanism to assist the Department to mitigate litigations and develop strategies to minimize risk, and ensure process to follow to reconcile a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Manage and lead Team by monitoring the implementation of the Sub-Units' Operational Plans Performance management. Meeting and Communicating the Delivery tracking, contingency planning and status reporting. Manage staff development. Manage the monitoring of attendance, staff conduct and discipline. Manage Service Level

- Agreements. Management of litigation by and against the Department. Coordinate and administer litigation cases.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/126** : **DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/JUNE/21/04**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (All-inclusive remuneration package).
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. Registration with a recognized Health Professional Council. At least five (5) years' relevant experience in middle / senior managerial level services preferably in health related field. An Honors or Master's degree will be an added advantage. Valid driver's license. Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.
- DUTIES** : Support districts in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/127** : **DIRECTOR: MENTAL HEALTH REF NO: MPDOH/JUNE/21/05**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (All-inclusive remuneration package).
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. Registration with a recognized Health Professional Council (2021). At least five (5) years' experience in middle / senior managerial level in Mental Health Care Programme Management. A Master's in Public Health

qualification would be an added advantage. Valid driver's license. A working knowledge of and experience within the focus areas of Mental Health care and substance abuse as well as its support systems. The ability to respond promptly and appropriately. Good leadership qualities, with a clear demonstration of management research, monitoring and evaluation. Good leadership qualities, with a clear demonstration of management abilities. The ability to coordinate multi-disciplinary and sectoral activities. Good communication skills. Computer literacy. Strategic capability and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Service delivery innovation. Problem-solving and analysis skills. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

DUTIES : Manage the development and implementation of policy frameworks for mental health hospital, forensic and review board, child, adolescent, family and mental health promotion, community and substance abuse services. Support districts to provide stewardship in the implementation of mental health and substance policies and legislations, strengthening district and community mental health services. Liaise and maintain healthy relations with stakeholders working in collaboration with mental health and substance abuse services. Experience should include conducting forensic/mental health evaluations, providing care, treatment and rehabilitation of State Patients and mentally ill prisoners, criminal capacity assessments of children in terms of Mental Health Act No 17 of 2002, Criminal Procedure Act as amended and the Child Justice Act. Experience of Health systems management. Provide equitable access to appropriate mental health care services. Manage and co-ordinate implementation of mental health care packages. Strengthen mental health care integration. Prepare reports on mental health care and substance abuse services. Conduct research and use the results to monitor and manage trends in mental health and substance abuse. Knowledge of Clinical Mental Health/Psychiatry, project, financial management, research and intersectoral collaboration. Good communication (written and verbal), problem solving, planning, organising, computer (Microsoft office package) and human resource management skills. Ability to work independently and in a team. A valid driver's license.

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

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

POST 21/128 : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: MPDOH/JUNE/21/06**
(Re-advertisement)

SALARY CENTRE : R1 057 326 per annum, (All-inclusive remuneration package).
: Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's license. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS: Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as

well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spread sheet and word processing packages. Conversant with all prescripts regarding financial administration.

DUTIES : Ensure the development of accounting practices that will promote effective and efficient capturing of revenue, expenditure, assets and liabilities movements/ accountability (REAL). Ensure expenditure is only incurred in accordance with the purpose approved in a vote. Ensure payments to suppliers are made within thirty days of receiving an invoice or claim unless otherwise specified in a contract. Ensure that creditors are reconciled on a monthly basis and timeous clearance of suspense accounts and audit findings. Render effective departmental system control on BAS. Ensure effective management of salaries and rebates. Conduct a monthly analysis of the expenditure patterns of the various programmes and make recommendations where necessary. Ensure that responsibilities and objectives as reflected on BAS are aligned to LOGIS. Ensure integrity of financial information and alignment to financial systems. Develop and implement financial and associated governmental norms and standards to enhance performance oriented finance results and accountability in the department.

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

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

POST 21/129 : **DIRECTOR: STRATEGIC PLANNING AND POLICY REF NO: MPDOH/JUNE/21/07**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (All-inclusive remuneration package).
: Provincial Office, Mbombela (Nelspruit)

: An undergraduate qualification (NQF Level 7) in Public Administration/Management or Monitoring and Evaluation qualification as recognized by SAQA. A post-graduate degree will be an added advantage. At least five (05) years relevant experience at middle / senior managerial level. Valid driver's license. Sound knowledge, skills and extensive experience in the strategic planning and policy field. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) 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 pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : The successful incumbent will be responsible to coordinate, monitor and report on Departmental Programmes and Strategic Projects. Coordinate Programme and Strategic project priorities and resources and conduct regular audits of programme and project performance and ensure completeness of programme and project information. Prepare and update programme and project plans and status reports. This entails providing support through coordinating Departmental Programmes and Strategic Projects and monitoring the implementation of the programmes and projects. Produce quality programmes, strategic project performance reports, developing, & strengthening of partnerships at provincial and district levels. Facilitate and coordinate the development of the Strategic Plan, Annual Performance Plan (APP) and Operational Plan. Ensure the alignment of all departmental plans with the Strategic Plan and APP. Coordinate policy development of the department and ensure alignment with national and provincial

- health priorities. Support the development of the District Health Plans in line with the Integrated Development Plans of municipalities. Facilitate and coordinate input for the Social Cluster Plan of Action (POA). Ensure that Strategic Health Programme plans are aligned with National and Provincial mandates.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/130** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JUNE/21/08**
(Re-advertisement)
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance/Supply Chain Management. At least five (5) years relevant experience at middle / senior managerial level. Valid driver's license. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
- DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/131** : **DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/JUNE/21/09**
(Re-Advertisement)
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management. A post-graduate qualification in a Management field will be an added advantage. At least

		five (5) years' experience at a middle / senior managerial level. Valid driver's license. Knowledge of Human Resource Management concepts, principles, policies and procedures. Human Resource provisioning.
<u>DUTIES</u>	:	Develop and facilitate the implementation of human resource management and administration policies. An overall management of Human Capital. Manage employee life cycle management: that includes management of recruitment and selection, compensation and conditions of service of employees. Manage human resource personnel records. Management of leave matters. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic objectives. Develop the Directorate's Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. Manage financial and other resources allocated to the Directorate. Advise and assist line managers on Human Resource Management practices and policy matters.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/132</u>	:	<u>DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/JUNE/21/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 per annum, (All-inclusive remuneration package). Nkangala District Office, Emalahleni
	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's license. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver's license.
<u>DUTIES</u>	:	Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/133</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JUNE/21/11 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 per annum, (All-inclusive remuneration package). Mapulaneng & Themba Hospitals (Ehlanzeni District)
	:	An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. At last five (5) years' experience in middle / senior managerial level in the health sector. Valid driver's license. Experience as a health service manager or significant experience in management in a health service environment. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and

leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts. Ensure that goods and services are procured in a cost effective and timely manner. Ensure sound contract management for all contracted services.

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

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

OTHER POSTS

POST 21/134 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDOH/JUNE/21/12 (X2 POSTS)**

SALARY CENTRE : R1 173 900 per annum, (Depending of years of experience in terms of OSD).
Standerton Hospital (Gert Sibande District)
Mmametlhake Hospital (Nkangala District)

REQUIREMENTS : MBChB degree that allows registration with the HPCSA as a Medical Practitioner (2021). At least ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Valid driver's license. A valid work permit will be required from non-South Africans. Computer literacy in Microsoft Package (Word, Excel and Power Point). Knowledge in Administration, Finance and Supply Chain

Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery of clinical services to patients referred Hospital. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day-to-day running of the department. Assist the EXCO in the discharge of any responsibilities, which have been delegated. Participate in the management of activities of Standerton Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

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

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

POST 21/135 : **CLINICAL MANAGER (MEDICAL/CEO): GRADE 1 REF NO: MPDOH/JULY/21/13 (X2 POSTS)**

SALARY CENTRE : R1 173 900 per annum, (Depending of years of experience in terms of OSD).
: Matibidi Hospital (Ehlanzeni District)
: H.A. Grove Hospital (Nkangala District)

REQUIREMENTS : MBChB degree that allows registration with the HPCSA as a Medical Practitioner (2021). At least ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Valid driver's license. A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and

supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. NB: Any previous experience must be covered by the attachment of certified certificate of services. {The manager to be appointed will be working as a Chief Executive Officer as well as a Clinical Manager of the facility}.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/136** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JUNE/21/14 (X2 POSTS)**
- SALARY** : R869 007 per annum, (All-inclusive remuneration package).
- CENTRE** : Carolina Hospital (Gert Sibande District) & Sabie Hospital (Ehlanzeni)
- REQUIREMENTS** : An undergraduate qualification at NQF level 7 in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act

DUTIES

and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

: To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

ENQUIRIES

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

APPLICATIONS

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

POST 21/137

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUN/21/17**

SALARY

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

CENTRE

: Themba Hospital, KaBokweni (Ehlanzeni District)

REQUIREMENTS

: An undergraduate qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD) in administration management. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and

dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/138** : **PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/JULY/21/15 (X2 POSTS)**
- SALARY CENTRE** : R821 205 per annum, (Depending of years of experience in terms of OSD).
: KwaMhlanga Hospital (Nkangala District)
: Piet Retief Hospital (Gert Sibande District)
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with SAPC. Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's license.
- DUTIES** : Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Program. Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of

Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.

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

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

POST 21/139 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JULY/21/16**

SALARY : R821 205 per annum, (Depending of years of experience in terms of OSD).
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2021). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

DUTIES : Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care.

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

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

POST 21/140 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JUNE/21/18**
 (Re-advertisement)

SALARY : R733 257 per annum, (All-inclusive remuneration package)
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Finance with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in financial / accounting management. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's license. Analytical skills.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters.

Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

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

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

POST 21/141 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JUNE/21/19**

SALARY CENTRE REQUIREMENTS : R733 257 per annum, (All-inclusive remuneration package)
 : Ermelo Hospital (Gert Sibande District)
 : An undergraduate qualification (NQF Level 7) in Finance with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in financial / accounting management. Full knowledge of management and performance on the transversal system used in Government. Excellent in computer skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's license. Analytical skills.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff and undertake human resource and other related administrative functions and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

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

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

POST 21/142 : **DEPUTY DIRECTOR: CLINICAL FORENSIC MEDICINES REF NO: MPDOH/JUNE/21/20**

SALARY CENTRE : R733 257 per annum, (All-inclusive remuneration package)
 : Provincial Office, Mbombela

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7). Diploma in Clinical Forensic Services with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) as a Forensic Nurse registered with SANC. A post-graduate qualification as a Forensic trained professional and an understanding of Public Service environment will be an advantage. Valid driver's license. Skills and Competencies: Interpersonal skills; strategic capability and leadership skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal). Specialize in fields such as trauma and sex-related crimes. Computer literacy, report writing skills. Possession of a valid driver's license. Ability to work under pressure.
<u>DUTIES</u>	:	Develop and coordinate policy and guidelines for Clinical Forensic Medicine Services. To coordinate and manage key stakeholders both Provincial and National level. Monitor and evaluate programme performance. Render support to the Senior Manager on Clinical Forensic Medicine Services. Manage all victims of gender based violence. Manage medical records, testify in court and provide comfort to crime victims.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/143</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 – 3: FORENSIC MENTAL HEALTH SERVICES REF NO: MPDOH/JUNE/21/21</u> (Nine (9) Months Contract)
<u>SALARY</u>	:	Grade 1: R713 361 – R784 278 per annum Grade 2: R832 398 – R923 847 per annum Grade 3: R966 039 – R1 137 936 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Tintswalo Hospital Appropriate qualification as a Psychologist, registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Proof of working experience endorsed by Human Resource Department or relevant Employer. Competencies, Knowledge / Skills / Experience required: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue.
<u>DUTIES</u>	:	Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/144</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): (PHC SUPERVISOR) REF NO: MPDOH/JUNE/21/22 (X11 POSTS)</u>
<u>SALARY</u>	:	R614 991 per annum (OSD)
<u>CENTRE</u>	:	Sub-District Nkomazi, Sub-district Mbombela

		Sub-District Mbombela North Sub-district Mbombela South Sub-district Thaba Chweu Sub-district Steve Tshwete Sub-district Thembisile Hani Sub-district Dr JS Moroka (X2 Posts) Sub-district Emalahleni (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic R425 Qualification i.e. (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) in 2021 as a Professional Nurse. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of 10 years appropriate/recognisable nursing experience after registration as 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 relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid Driver's License.
<u>DUTIES</u>	:	Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for. . NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/145</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/JUNE/21/23</u>
<u>SALARY</u>	:	R614 991 per annum (OSD)
<u>CENTRE</u>	:	Sub-district Mkhondo (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Basic R425 Qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) in 2021 as a Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Good leadership qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's license, nursing administration and computer literacy.

<u>DUTIES</u>	:	Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for. . NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/146</u>	:	<u>REGISTERED COUNCILLOR GRADE 1 REF NO: MPDOH/JUNE/21/25 (X6 POSTS)</u> (Nine (9) Months Contract)
<u>SALARY CENTRE</u>	:	R579 147 per annum, (Depending of years of experience in terms of OSD). Sub-district Nkomazi Sub-district Bushbuckridge Sub-district Emalahleni Sub-district Thembisile Hani Dr JS Moroka Sub-district PixleyKaSeme
<u>REQUIREMENTS</u>	:	Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification, Valid Registration with Health Professional Council of South Africa as a Registered Counsellor, current registration with HPCSA (Independent practice). Knowledge: Knowledge of National Health Act, Human Resource policies, Public Finance Management Act (PFMA), HPCSA ethics and practices, Research as well as intersectoral collaboration and team work. Counselling, analytical and computer (MS Office package) skills. Ability to work under pressure, independently and in a team, presentation skills, good interpersonal skills and report writing.
<u>DUTIES</u>	:	Provide trauma counselling services. Provide mental health care psych education to the patients visiting the CHC/hospital. Screen patient and refer them where necessary, conduct training of health professionals/workers on mental health care issues, conduct outreach services on mental health issues, strengthen referral of patients with mental health disorders and manage clinical. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 21/147</u>	:	<u>OPERATIONAL MANAGER (PN-B3 REF NO: MPDOH/JUNE/21/24 (X17 POSTS)</u>
<u>SALARY CENTRE</u>	:	R562 800 per annum (OSD) Gert Sibande District (X7 Posts): Breyten Clinic, Chrissiesmeer Clinic, Derby Clinics, Iswepe CHC, Lothair CHC, MN Cindi Clinic and Vlakplaas Clinic.

- Nkangala District (X10 Posts): Hendrina Clinic, Kalkfontein Clinic, Phola Clinic, PolyClinic, Sikhululiwe Clinic, Siyathuthuka Clinic, Tweefontein “C” Clinic, Vaalbank Clinic, Vosman Clinic and Waterval Clinic.
- REQUIREMENTS** : Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. 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/ recognizable experience after obtaining the 1 year post basic Qualification in the relevant specialty. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's license.
- DUTIES** : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 21/148** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: MPDOH/JUNE/21/26**
- SALARY** : R470 040 per annum (Level 10), (plus service benefits)
- CENTRE** : Provincial Office, Mbombela
- REQUIREMENTS** : Appropriate Bachelor's Degree or National Diploma in Internal Auditing/ Accounting/ Risk Management. At least 3 to 5 years' experience in an audit or risk management environment and ethics management. Knowledge of the PFMA, Treasury Regulations, Risk Management Framework (COSO). Analytical thinking, interpersonal relations, project management, strategic leadership and team player, report writing, presentation, communication and computer skills. A valid driver's license.
- DUTIES** : Assist in implementation of the Departmental Risk Management Strategy. Co-ordinate and facilitate risk assessment workshops. Extract risk information and develop risk profiles for the Department. Monitor and evaluate the departmental performance against action plans in relation to risk management processes, strategy and charters. Assist in management of the secretariat operations and functions for the Risk Management Committee on behalf of the sub-directorate. Develop and maintain a risk database and risk register for the Department. Perform ethics management functions, facilitate RWOPS applications process, and perform ethics functions in financial disclosure.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

POST 21/149 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUNE/21/27**

SALARY : R470 040 per annum (Level 10), (plus service benefits)

CENTRE : Carolina hospital (Gert Sibande)

REQUIREMENTS : Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' experience at supervisory level. Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

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

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to MetLife Towers, (Post Office Building), cnr Knight and Stead Street, 13 Floor, Registry Office, Kimberley.
- FOR ATTENTION** : Ms K.S. Mazimba
- CLOSING DATE** : 02 July 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license/ temporary driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory 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 a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign a performance agreement.

OTHER POSTS

- POST 21/150** : **REGISTRAR REF NO: NCPA/2021/01**
- SALARY** : R869 007 - R1 023 645 per annum (Level 12), (Inclusive package)
- CENTRE** : Kimberley Office (Northern Cape Consumer Protection Authority).
- REQUIREMENTS** : LLB Degree or equivalent law Degree. Admitted as Advocate or Attorney of Law .At least 5 years' relevant experience. A valid driver's license. Must have working knowledge of the Public Sector with managerial experience. Good knowledge and application of the Consumer Legislation required. Experience as Registrar in High Court, Magistrate's Court or Consumer Court essential. Skills and Competencies: A good understanding of the legislative mandate of the Consumer Court. Working knowledge of the Consumer Court proceedings. Knowledge of relevant consumer legislation and its application. Good communication skills. Computer Literacy. Reliable, responsible and good time management skills. Drafting skills. Case Management skills. Drafting of budget and managing the budget in accordance with the strategic plans.
- DUTIES** : Co-ordinate case flow management support processes to the Consumer Court. Issue all processes initiating court proceedings. Proper and diligent implementation of the PFMA in relation to the Consumer Court. Any administrative function that will promote the purpose of the Northern Cape Consumer Protection Act.

ENQUIRIES : Adv. D. P. Olivier @ 0828125617

POST 21/151 : **LEGAL ADMINISTRATIVE OFFICER (PROSECUTOR) REF NO: NCPA/2021/02**

SALARY : R373 389 per annum (MR5 entry level on OSD scales)
CENTRE : Kimberley Office
REQUIREMENTS : LLB Degree or equivalent law Degree, Admitted as Advocate or Attorney of Law, with legal experience. A valid driver's license, Must be able to travel long distance. A good understanding of the Consumer laws and legislative mandate Skills and Competencies: Basic knowledge of relevant consumer legislation, Analytical thinker, Good communication skills, Computer literacy, Reliable, responsible and good time management skills, Drafting experience. Good ethical and moral compass. Able to work independently, but also a good team player.

DUTIES : Review Inspectors/Investigating Officer's case files referred for Consumer Court: Provide guidance to Inspectors/Investigating Officers with regard to legislative implications on consumer complaints, Guidance in the investigation and mediation process by investigating officers. Legal Advisory Services: Provide and interpret legal information and disseminate appropriate legal advice to staff and consumer clients, Maintain legal library, conduct research and advise management of latest applicable findings. Litigation Management: Gather information and compile case dockets, Maintain case docket and ensure case docket are kept confidential, Analyse the evidence to substantiate consumer's case, Draft consumer court documents, Prosecute matters in the Consumer Court. Manage matters in the best interest of the consumer. Compile and Report: Compile monthly and quarterly reports for the department with reference to complaint statistics, Compile quarterly reports for National Consumer Forums, Compile any other reports where complaint statistics and trend analysis are reflected.

ENQUIRIES : Adv. D.P. Olivier @ 0828125617

POST 21/152 : **INSPECTOR/INVESTIGATOR REF NO: NCPA/2021/03 (X2 POSTS)**

SALARY : R316 791 – R373 167 per annum (Level 08)
CENTRE : Kimberley Office
REQUIREMENTS : A relevant National Diploma / equivalent qualification, or at least 3 years' experience in either consumer related environment, inspections - or investigation environment or regulatory compliance environment, must be able to travel long distance. Investigation experience, a valid driver's license or legal qualification will be regarded as an added advantage. Skills and Competencies: Basic knowledge of relevant consumer legislation, Good communication skills, Computer literacy, Reliable, responsible and good time management skills. Must be a team player.

DUTIES : To investigate and mediate consumer related matters and manage matters in the best interest of the consumer in order to resolve it, Collect evidence to substantiate the consumer case, To refer unresolved matters to the Consumer Court or relevant regulators. Conduct inspections, Perform administrative functions, conduct educate and awareness campaigns. Consolidate reports.

ENQUIRIES : Adv. D.P. Olivier @ 0828125617

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: The Directorates - Dr Ruth Segomotsi Mompoti District: The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
The Directorate - Structured Agricultural Education & Training (**Taung Agricultural College**): The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
The Directorate - Structured Agricultural Education & Training (**Potchefstroom Agricultural College**): The District Director, Dr Kenneth Kaunda District Services, P.O.Box 804, Potchefstroom, 2520, for attention of Ms C Hilderbrand
All other posts for **Mahikeng - Head Office**, The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Directorate: Human Resource Management, Private Bag X2039, Mmabatho 2735, for the attention Ms K Manoto or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.
- CLOSING DATE** : 28 June 2021
- NOTE** : This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate and ID-document. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. 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.

MANAGEMENT ECHELON

- POST 21/153** : **DIRECTOR: RISK, ANTICORRUPTION AND INTEGRITY MANAGEMENT REF NO: NWDARD 01/05/21**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive remuneration package)

CENTRE REQUIREMENTS : Mahikeng - Head Office
 : An appropriate recognized three year (3) Bachelor's degree at NQF Level 7, or equivalent in Risk/ Integrity Management/ Auditing or relevant related field. At least seven (7) years' experience in Risk and Integrity Management (including auditing environment). A minimum of 5 years' experience at Middle/Senior Management level. Extensive knowledge and experience in Risk and Integrity Management. Appropriate experience in and understanding of Risk, Anticorruption and Integrity Management strategies and issues within the Government context. Knowledge and experience in the application of the legislative framework that governs Risk, Anticorruption and Integrity Management in the Public service environment, Public Service Act, Regulations, PFMA and Treasury Regulations. Excellent verbal and written communication skills. Sound knowledge of strategic planning processes and budgetary and financial systems/processes. Strong leadership ability and innovation in support of the Head of Department. Ability to draft service risk management, anticorruption and integrity management strategies. A valid driver's license. SMS Pre-Entry certificate.

DUTIES : Provide the departmental risk management services. Coordinated the development and monitoring of implementation of business continuity plan. Promote the implementation of code of conduct, e.g remunerative work and gift register. Promotion of financial disclosure system. Develop and maintain anti-corruption system. Coordinate the development of Risk Management, Anticorruption and Integrity Management strategies and policies.

ENQUIRIES : Ms KO Bodigelo- Nyezi Tel No: (018) 389 - 5532/5062

POST 21/154 : **DIRECTOR: AGRICULTURAL ECONOMICS REF NO: NWDARD 02/05/21**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive remuneration package)
CENTRE : Mahikeng - Head Office
REQUIREMENTS : An appropriate recognized 4 years Bachelor's degree or equivalent qualification in Agricultural Economics with at least 8 years' relevant post- qualification experience. A minimum of 5 years' experience at Middle Management level coupled with knowledge and experience in Agricultural Economics and other related disciplines. Experience and knowledge on challenges facing the economy of the North West Province. Understand the socio economic principles which impacts on the province. Knowledge of economic development priorities, legislation and policies. Excellent planning and organizational skills. Knowledge of government programmes which seeks to address socio economic issues. Ability to lead and interact with various developmental and financial institutions. Knowledge if strategic planning and budgeting processes. Programme and project management. Team leadership, with practical hands on approach to problem solving. Knowledge of the public service regulatory framework. Good analytical skills. An understanding of the discipline of monitoring and evaluation and the millennium.

DUTIES : Manage and provide agricultural economics support to internal and external clients with regards to business plans development, agricultural economics studies and agricultural marketing and trade. Ensure implementation of sound agricultural economics practices. Manage the socio-economic studies, impact assessment and financial resources for decision making. Manage access to marketing and trade information by Agri- business. Manage the human and financial resources of the Directorate.

ENQUIRIES : Mr T Mothusi Tel No: (018) 389 – 5724

OTHER POSTS

POST 21/155 : **DEPUTY DIRECTOR: VETERINARY LABORATORY AND EPIDEMIOLOGY REF NO: NWDARD 03/05/21**

SALARY : R869 007 per annum (Level 12), (all inclusive remuneration package)
CENTRE : Potchefstroom Veterinary Laboratory
REQUIREMENTS : An appropriate BVSc or BVMCh and registration with the South African Veterinary Council. Six (6) years' experience in laboratory work as a laboratory Veterinarian. Valid Drivers' License. Computer literacy. Proven experience in either Veterinary

- Epidemiology or Veterinary Diagnostics or Veterinary Pathology or Virology. Good Knowledge of Laboratory Quality Management Systems and accreditation of laboratories requirements. Good knowledge in Government Management protocols. A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Valid driver's license.
- DUTIES** : Managing Sampling coordination at a laboratory. Managing Implementation of the ISO 17025 standard in Potchefstroom and Vryburg laboratories. Develop policies for diagnostic and epidemiological directions the laboratories will take according to required standards. Develop protocols for different test procedures according to ISO 17025 standards. Managing the laboratory component of risk management of controlled/notifiable and non-controlled animal diseases (mastitis, zoonosis and food-borne illnesses included) for the benefit of State Veterinary component. Managing and co-ordinating the development of epidemiological studies of emerging and prevalent diseases of the province for the benefit of NW Veterinary Services and the farming community. Write proposals to other sub-directorates for such studies. Provide strategic guidance to the laboratories in maintaining and initiating accreditations and running of the laboratories.
- ENQUIRIES** : Dr L Madyibi Tel No: (018) 389 - 5102/5057
- POST 21/156** : **STATE VETERINARIAN - VETERINARY LABORATORY REF NO: NWDARD 04/05/21 (X3 POSTS)**
- SALARY CENTRE** : R733 257 per annum (Level 11), (all inclusive remuneration package)
: Potchefstroom (X2 Posts)
: Vryburg Veterinary Laboratories (X1 Post)
- REQUIREMENTS** : An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council. A motivation stating the applicant's reasons for pursuing a career in a laboratory environment should accompany the application.
- DUTIES** : Sampling coordination. Provide professional guidance to clients when submitting samples and requesting laboratory services. Laboratory investigations of diagnostic samples and conducting of necropsies, and professional guidance to laboratory analysis on types and methods of tests to be carried out. Write test reports with professional recommendations. Know disease conditions of the province and provide guidance to peers. Conduct on-farm investigations of disease outbreaks and unusual or inconclusive laboratory cases. Conduct extension work. Implement the technical requirements of ISO 17025. Participate in all accreditation work. Implement OHS at section level. Manage and control subordinates' key performance areas in accordance with departmental policies. Compile reports and report to management.
- ENQUIRIES** : Dr LS Madyibi Tel No: (018) 389 - 5102/5057
- POST 21/157** : **STATE VETERINARIAN REF NO: NWDARD 05/05/21 (X6 POSTS)**
- SALARY CENTRE** : R733 257 per annum (Level 11), (all inclusive remuneration package)
: Mafikeng
: Ratlou
: Ventersdorp
: Lekwa-Taemane
: Molopo/Bray
: Moretele State Veterinary Offices
- REQUIREMENTS** : An appropriate BVSc /BVMCh or equivalent qualification and registration with the South African Veterinary Council. Understanding of the application of the Animal Diseases Act (Act 35 of 1984). An understanding of the Meat Safety Act (Act 40 of 2000). A good understanding of the Import and Export facilitation protocols. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes). A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Computer literacy. Valid driver's license.
- DUTIES** : To provide risk assessment of potential hazardous situations in area that involve Animal Health. Managing and Co-ordinating the Brucellosis Scheme in the State Veterinary area. Assessing the prevalence of TB in the area and instituting the necessary control measures. Participating in the Departmental Primary Animal

Health Care (PAHC) project through providing necessary secondary intervention function. Conducting risk assessment on all commodities that are destined for export. Ensure compliance of all imported commodities arriving in the State Veterinary area. Inspecting and registering all facilities that intend to export commodities out of South Africa. Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS). Reporting to line function manager.

ENQUIRIES : Dr LS Madyibi Tel No: (018) 389 - 5102/5057

POST 21/158 : **DEPUTY DIRECTOR: TAUNG IRRIGATION SCHEME REF NO: NWDARD 08/05/21**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)

CENTRE : Taung Local Agricultural Office

REQUIREMENTS : A recognized 4- year bachelor's degree in Agriculture. A post graduate qualification in Agronomy. Minimum 3 years experience as Assistant Director. SACNASP registration. Driver's license. Understanding of the Irrigation Strategy of South Africa, as well as the National Water Resource Strategy (2nd edition). Understanding of the Agricultural Policy Action Plan. Experience in community/rural development imperatives. Sound communication and problem solving skills. Sound understanding of service delivery models. Innovative, initiative, analytical, result orientated. Understanding of the entire district's agricultural thrust, as well as of the Taung Irrigation Scheme.

DUTIES : Assist the Scheme to increase the contribution of irrigated agriculture to the GDP, and deal with poverty alleviation, employment creation and skills development. Optimize irrigation water use efficiency for long term sustainability of irrigated agriculture. Initiate and ensure implementation of scheme-based interventions, to expand irrigation areas, and, systemic interventions of water use and efficiency management. In line with SIP4, facilitate development of agricultural activities and open up beneficiation opportunities. Develop and oversee implementation of Agronomic management plans for the scheme. Implement projects within the scheme. Participate in the Coordinating Committees on Agricultural Water (CCAW). Represent the department in the water use and irrigation working group (WUIWG). Stakeholder engagements.

ENQUIRIES : Mr T Molema Tel No: (053) 928 - 0600/0631

POST 21/159 : **DEPUTY DIRECTOR/ CAMPUS HEAD - TAUNG AGRICULTURAL COLLEGE REF NO: NWDARD 09/05/21**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)

CENTRE : Taung Agricultural College

REQUIREMENTS : Appropriate NQF Level 9 degree or qualification in Agriculture. Agricultural Education Management or Agricultural Irrigation Management and Engineering or related fields. A post graduate qualification in Agriculture will be an added advantage. At least ten (10) years junior management working experience of which seven (7) years should be working experience as HOD or head of section preferably at a College of Agriculture. Post qualification experience in the agricultural field or training environment and Proof of contribution towards or publishing scientific agricultural or related papers will be an added advantage. Knowledge in Higher Education Training (HET) and Higher Education Management Information System (HEMIS). Proven track record of implementation of large scale projects. Computer literacy (MS Office package). A valid driver's license. Fluency in English, good Communication skills.

DUTIES : Comprehensive management of Taung Agricultural College as an Institution of Higher Learning in accordance with the Higher Education Act of 1997. Implementation of the credible management system in line with the delivery of Irrigation Management qualification offered at the College compliant and applicable to Higher Education legislation. High level planning and administration of the College budget in compliant and applicable financial legislations, regulations , prescripts and policies, Effective management of Human Capital development

and mentoring and administration in line with all relevant legislations, prescripts and policies, College marketing and comprehensive students recruitment administration and management of students , the Ensure overall effective and efficient resource management within the College, Manage financial resources of the College.

ENQUIRIES : Dr K Mabe Tel No: (053) 994 - 9834

POST 21/160 : **DEPUTY DIRECTOR: KGORA FARMER TRAINING CENTRE REF NO: NWDARD 14/05/2021**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Kgora Farmer Training Centre - Mafikeng
REQUIREMENTS : Appropriate NQF level 7 qualifications in Agriculture, with proven experience in managing at least 1 commercial farming operation/farm. An appropriate Master's degree will be an added advantage. Registration with Agri-Seta as an Assessor (Registration as a Moderator will be an added advantage). Proven, applicable experience in FET accreditation and quality assurance. Public Service Supply Chain Management experience. Public Service Financial Management experience. Computer literacy (MS Office software packages). A valid, unendorsed Code C1 drivers License. Fluency in English and Afrikaans.

DUTIES : Responsible for the overall management of a 600 h.a. Kgora Farmer Training Centre and will, inter alia, ensure that the whole farm is commercially viable. Ensure that all farmer training objectives of the Province are realised. Training Centre responds as a strategic tool of the North West Department of Agriculture and Rural Development towards implementation of its agreements, MOUS and MOAs with sector role-players such as Grain SA, SAPA, SAPPO, ARC etc. Management of human and financial resources as well as assets towards the intended goals of the North West Province.

ENQUIRIES : Mr M Matlhabe Tel No: (018) 389 - 5157

POST 21/161 : **DEPUTY DIRECTOR: DESIGNATED GROUPS REF NO: NWDARD 15/05/2021**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Mafikeng - Head Office
REQUIREMENTS : An appropriate recognised four degree plus at least 5 years experience in facilitating and coordinating designated groups development programmes working environment. Working knowledge of the Public Sector Regulatory Framework. Report writing, editing and analysing skills. Knowledge of strategic planning and reporting. Knowledge of agriculture and rural development sectors. Highly motivated and have ability to work independently. A creative, teamwork, client focused, solution oriented, assertive and confident approach. Demonstrate integrity, dedication, output and quality driven.

DUTIES : Coordinating departmental youth development programmes and promoting rights of children in line with national and provincial policies. Coordinate departmental women development and empowerment programmes in line with national and provincial policies. Coordinate departmental project for the elderly in line with national and provincial policies. Coordinating departmental development programmes for people living with disability and promoting their rights in line with national and provincial policies. Coordinating empowerment programmes and promoting rights of farm workers and farm dwellers in line with national and provincial policies. Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.

ENQUIRIES : Mr M Matlhabe Tel No: (018) 389 – 5157

POST 21/162 : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT SERVICES REF NO: NWDARD 16/05/21**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Mafikeng - Head Office
REQUIREMENTS : A Bachelor's degree in Knowledge Management or Information Science NOT Information Technology. A minimum of six (6) years' experience in Knowledge

		Management or Information Science of which three (3) years must be at in junior management (Assistant Director) level. Computer literacy in MS Office packages. Valid Driver's license. In-depth information of the databases management services. Ability to transform the ideas of management and implement appropriate solutions in the department. Good communications (verbal and written) and organising and planning skills. Good analytical and interpersonal skills.
<u>DUTIES</u>	:	Ensure that knowledge management is institutionalised in the Department. Develop and support the implementation of the knowledge management policies and strategies. Promote the departmental electronic information and knowledge management system. Ensure the development of knowledge management systems and practices such as knowledge sharing, creation and reuse are implemented. Managing the relationship with third party software providers of the website, membership database etc. Ensure that all IT systems supporting knowledge management capability are integrated into knowledge management strategies. Manage, organise and maintain Information Resource Centres (IRC's) and render information services. Manage information contained in records effectively. Retrieve information and keep records in safe custody. Provide administrative support for the implementation of PAIA. Management of staff and coordinate and consolidate the monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Mr M Kolojane Tel No: (018) 389 – 5107
<u>POST 21/163</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWDARD 17/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all inclusive remuneration package) Mafikeng - Head Office A Bachelor's degree in Social Work or Psychology. Registration with South African Council of Social Services Professions (SACSSP)/ Health Council of South Africa. Seven year's experience with 3 -5 year' in Employee Health and Wellness Field of which 3 years should be at Management level. Computer literacy in MS Office packages and a Valid Driving License. Knowledge, Skills and Competencies: Managing HIV and AIDS in the workplace Guidelines, Medical Schemes Act 131 of 1998, Public Service Regulations, RSSA Constitution, Act 68 of 1995, OHS Act 29 of 1996. Financial management, Project Management, Project Management, Counselling Skills, Report Writing Skills, Organizing and Planning skills, Good communication skills, Leadership and Facilitation Skills.
<u>DUTIES</u>	:	Development and implementation of, reporting on and monitoring of Wellness Management Program. Development and implementation of, reporting and monitoring of HIV, AIDS, STI and TB Management Program. Development and implementation of reporting on and monitoring of Health and Productivity Management Program. Development and implementation of, reporting on and monitoring of the SHERQ Management Program Management of Employee Health and Wellness Unit.
<u>ENQUIRIES</u>	:	Ms. K. Pule Tel No: (018) – 3895258/5225
<u>POST 21/164</u>	:	<u>DEPUTY DIRECTOR: HOD SUPPORT REF NO: NWDARD 18/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all inclusive remuneration package) Mafikeng - Head Office A Bachelor's Degree/National Diploma in Agriculture/ Public Administration/Public Management. A minimum of seven (7) years relevant experience in the Agricultural / Public Administration Sector of which 3 years should be at managerial level. Knowledge of economics and social agricultural issues with a good understanding of the department and service delivery imperatives. Knowledge of Public Financial Management Act, Treasury Regulations and Public Service Regulations and related Prescripts. Project management, monitoring and evaluation skills. Good communication skills (verbal and written). Conflict management and leadership skills. Language skills and the ability to communicate with people from different backgrounds. Computer literacy. Sound organisational, interpersonal, communication (verbal and written) skills. Ability to act with tact and discretion and to do research and analyse document and situations. Good presentation, self-management skills. Ability to work under pressure and independently with limited

		supervision. Willingness to work extended hours when required. Valid driver's license.
<u>DUTIES</u>	:	Serving as a Chief of Staff in the Office of the Head of Department, the incumbent is expected to be able to discharge inter- alia the following duties with a marked degree of excellence. Supervision of staff in the office of the Head of Department. Arranging and taking care of high level engagements and meetings between the office of the Head of Department and Clients as well as stakeholders of the Department. Liaison with all spheres of governments and other State Organs. Provide secretarial support to the Head of Department's meetings (including writing of reports, minute taking, compilation of action lists and records keeping). Manage the management action lists. Liaise with programme managers within the department and other relevant stakeholders for information and consolidation of required reports. Serve as a direct link between Accounting Officer and the Executive Office of the Department. Draft memos and write reports. Obtain inputs, collates and complies progress and management reports. Compile monthly financial and non-financial reports of the office of the Head of Department.
<u>ENQUIRIES</u>	:	Ms Y Modubu Tel No: (018) 389 – 5638
<u>POST 21/165</u>	:	<u>CONTROL VETERINARY PUBLIC HEALTH OFFICER REF NO: NWDARD 06/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10) Mafikeng - Head Office
	:	An appropriate National Diploma in Environmental Health. Minimum of 6 year's hands on experience. Supervisory experience will be an added advantage. Computer literacy. A good understanding of the Meat Safety Act, 2000. (Act 40 of 2000). A valid driver's license.
<u>DUTIES</u>	:	Enforcement of the Meat Safety Act. Monitoring the auditing and inspection of abattoirs in the Dr Kenneth Kaunda and Bojanala districts of the NW province. Monitor the auditing and inspection of sterilizing plants. Supervise Veterinary Public Health officers in the Dr Kenneth Kaunda and Bojanala districts. Participate in the Directorate and Departmental projects and programmes.
<u>ENQUIRIES</u>	:	Dr LC Kgatswetswe Tel No: (018) 389 - 5578/5989
<u>POST 21/166</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: NWDARD 11/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Potchefstroom College of Agriculture
	:	Bachelor's Degree in Education/ Higher Education and / or a Degree in Agriculture and a certificate in Education. Minimum of 3 years' appropriate experience in a higher education environment, of which at least 1 year should be in a management position. Sound knowledge of accreditation and Quality Assurance duties. Good verbal and written communication skills. Computer Literacy. Valid Driver's License. Good Interpersonal Relations.
<u>DUTIES</u>	:	Conducting of workshops on Quality Assurance Management of the Structured Agricultural training in the Higher Education and Training (HET band in academic and training programmes). Training of invigilators and moderators on Quality assurance requirements and conduct, Manage compliance to the Higher Education Quality Management system. Implementation of academic plans by appropriate and effective curriculum development and revision as required by industry and regulatory bodies. Overall financial management in compliance with the PFMA and PPPFA. Management of academic staff. Provision of marketing services for the institution.
<u>ENQUIRIES</u>	:	Ms OU Sebitloane Tel No: (018) 285 0700/10
<u>POST 21/167</u>	:	<u>ASSISTANT DIRECTOR: HOD SUPPORT REF NO: NWDARD 19/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Mahikeng - Head Office
	:	A Bachelor's Degree/National Diploma in Public Administration/Public Management and/ or equivalent qualification. A minimum of five (5) years relevant experience in Public Administration of which 2 years should be at managerial

Level. Language skills and the ability to communicate with people from different backgrounds. Computer literacy. Sound organisational, interpersonal and communication skills (verbal and written). Ability to work under pressure and independently with limited supervision, Willingness to work extended hours when required. Valid driver's license.

DUTIES : Provide administrative support to the Head of Department regarding managing of the diary, appointments/engagements/ meetings and other logistical arrangements related to the activities of the Head of Department. Prepare reports and records minutes/decisions and communicates to relevant role-players and follow-up on progress made. Support the Office Manager with administration of the manager' s budget. Assist in managing incoming and outgoing documents and correspondence Ensure safekeeping of all documents in the office of the manager in line with relevant legislation and policies. Handles procurement activities of the office. Liaise with programme managers within the office and other relevant stakeholders for information and consolidation of required reports. Draft memos and write reports. Supervise staff in the office of the Head of Department.

ENQUIRIES : Ms Y Modubu Tel No: (018) 389 - 5638

POST 21/168 : **VETERINARY TECHNOLOGIST REF NO: NWDARD 07/05/21**

SALARY : R316 791 per annum (Level 08)
CENTRE : Potchefstroom Veterinary Laboratory
REQUIREMENTS : An appropriate National Diploma in Veterinary Technology/Revised qualification of Professional Bachelor in Veterinary Technology) and registration with the South African Veterinary Council (SAVC).

DUTIES : Collect, package, register and process diagnostic specimens. Run diagnostic tests/assays on above specimens and interpret test results. Operate laboratory analytical equipment and apparatuses in the section Implement laboratory equipment's programme for calibration /maintenance. Verification and intermediate checks Implement internal and external quality controls' programme to assure validity of all test results *Implement and report back on occupational health and safety measures at section level. Supervise laboratory assistants' testing work/activities. Implement ISO 17025 technical requirements and all SANAS regulations/technical guides applicable to accredited testing facilities. Report back on testing and related activities in the section.

ENQUIRIES : Ms J Maruping Tel No: (018) 294 – 3232

POST 21/169 : **LECTURER - AGRIBUSINESS MANAGEMENT REF NO: NWDARD 10/05/21**

SALARY : R316 791 per annum (Level 08)
CENTRE : Taung Agricultural College
REQUIREMENTS : NQF Level 8 specializing in Agricultural Economics or Agribusiness Management.

At least three (3) years relevant working experience. Post qualification experience in the agricultural field or training environment and Proof of contribution towards or publishing scientific agricultural or related papers will be an added advantage. Computer literacy (MS Office package). A valid driver's license. Fluency in English.

DUTIES : Teach and manage learning activities on a range of courses offered in the Agricultural Economics department. Participate in development and review of curricular. Develop and prepare course plans, learning material, assignments, assessment for student learning. Undertake monitoring and assessments of students, course work, project work, examination and maintain up to date and accurate records of their progress and achievements. Provide high quality academic, pastoral and personal support to students. Contribute to student recruitment through participation in marketing and promotional events of the college. Organize student placements and visits in the workplace. Assist the admission, enrolment and induction of students or any other activities in teaching and learning.

ENQUIRIES : Mr M Z Motaung Tel No: (53) 994 - 9834

POST 21/170 : **LECTURER - SYSTEM ADMINISTRATOR REF NO: NWDARD 12/05/21**

SALARY : R316 791 per annum (Level 08)

CENTRE : Potchefstroom Agricultural College

REQUIREMENTS : National Diploma/ Degree (NQF 7) in Information Technology Information Systems/ Computer Science. Minimum of 2 year's working experience in an administration environment. Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records. Good organising and interpersonal skills. Good verbal and written communication skills.

DUTIES : Process enrolment and admission of student on the IT System. Registration of relevant subjects per semester. Generate proof of registration letters and proof of residence. Print student cards. Generate class lists per subject. Process assessment outcomes on the IT system. Create predicates and publish on the notice boards Generate and issue student progress reports. Generate academic records /or transcripts. Print certificates for graduates. Prepare reports for council committees and management meetings.

ENQUIRIES : Ms OU Sebitloane Tel No: (018) 285 0700/10

POST 21/171 : **LECTURER - ANIMAL HEALTH REF NO: NWDARD 13/05/21**

SALARY : R316 791 per annum (Level 08)

CENTRE : Potchefstroom Agricultural College

REQUIREMENTS : NQF Level 8 qualification in Animal-health. Relevant Master's degree will be an added advantage. A minimum of 2 years teaching and/or research or industry experience on related subject field. Computer literacy (MS office software packages). Registration with South African Veterinary Council. Valid driver's license.

DUTIES : Plan and design course material for Animal-health and other subject related to Animal production. Presentation of lecturers, tutorial and practical *Comprehensive students assessment and evaluation. Render technical support with regard to health and husbandry practices for all college livestock. Curriculum development. Liaise with industry and other stakeholders regarding curricula, excursion, research and community projects.

ENQUIRIES : Mr MS Moneoang Tel No: (018) 285-0704

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.

- CLOSING DATE** : 28 June 2021
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- OTHER POSTS**
- POST 21/172** : **MANAGER: MEDICAL SERVICES: GRADE 1**
Overberg District
- SALARY** : Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs). Plus, a rural allowance of 18% of basic salary.
- CENTRE** : Hermanus Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services.
- DUTIES** : Strategic and operational management of all health service platforms in the Overstrand Sub District, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Overstrand Sub-district to ensure support of the patient centered experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Overstrand Sub-district. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.
- ENQUIRIES** : Ms W Kamfer Tel No: (028) 214-5800
- 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 no 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".

<u>POST 21/173</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY SERVICES)</u> Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Forensic Pathology Services, Vredendal and West Coast District Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Forensic Pathology. Proof of annual registration with the HPCSA. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: A valid Code EB (manual transmission driver's license). The Successful candidate shall be based in Vredendal. Competencies (knowledge/skills): Ability to travel within the District and the Province. Research and Previous administration experience at a junior level or middle management. Good interpersonal skills. The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in at least MS Word, Excel and Outlook.
<u>DUTIES</u>	:	Performing post-mortem examinations in the Vredendal area and also in support of the District and Metro East. Assisting with administration functions, completion of all investigations and documentation timeously. Present evidence in court, attending incident scenes when indicated. Teaching and training as needed of under and post graduate students and Forensic Pathology Officers, guidance, instructions and support of junior staff. Participate in the learning and teaching activities of the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Abrahams Tel No: (021) 862-2047 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates who are deemed "registerable" may also apply. The appointment of the successful applicant will only be effected once proof of applications for registration or proof of registration is provided.
<u>POST 21/174</u>	:	<u>REGISTERED COUNSELLOR (X10 POSTS)</u> (12-Month Contract)
<u>SALARY</u>	:	Grade 1: R579 147 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Various Institutions (Chief Directorate: Rural Health Services) Minimum educational qualification: Appropriate qualification that allows registration with the Health professions Council of South Africa as a Registered Counsellor Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and

procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

ENQUIRIES : **Central Karoo** – Ms J Nel Tel No: (023) 414-8247
Garden Route – Ms G Holton (Tel No: 044) 803-2730
Cape Winelands – Ms H Liebenberg Tel No: (023-348-8118
Overberg – Ms P Robertson Tel No: (028) 2140-5888
West Coast – Ms C Engelbrecht Tel No: (022) 487-9301

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

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

POST 21/175 : **REGISTERED COUNSELLOR (X8 POSTS)**
(12-Month Contract)

SALARY : Grade 1: R579 147 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Various Institutions (Chief Directorate: Metro Health Services)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization

skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

ENQUIRIES : Dr N Firfirey Tel No: (021) 483-4270
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 21/176 : **QUALITY ASSURANCE MANAGER**
Garden Route District

SALARY : R470 040 per annum
CENTRE : Garden Route District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in quality assurance, risk management, OHS and infection prevention control (IPC) in a health service setting. Appropriate experience in managing quality assurance projects/programs. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel within the district. Competencies (knowledge/skills): Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written) in two of the official language of the Western Cape. Ability to analyse and interpret Health Systems Information and compile and present reports. Good leadership and project management skills.

DUTIES : Effectively coordinate and manage Quality Improvement Systems in the District. Support Health Establishment staff and Quality Assurance coordinators with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Coordination and Management of Quality Assurance training needs within the district. Ensure the maintenance of the Infection Prevention and Control (IPC) and Occupational Health and Safety (OHS) standards within the district. Ensure the quality of Quality Assurance data in the Garden Route District.

ENQUIRIES : Mr Z Brickles Tel No: (044) 803-2700/ Dr T Marshall Tel No: (044) 803-2700
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.

POST 21/177 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**
Garden Route District

SALARY : R444 276 (PN-A5) per annum, plus a rural allowance of 8% of basic salary.
CENTRE : Alan Blyth Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2021). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms AK Laubscher Tel No: (028) 551-1010
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.
- POST 21/178** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
 Garden Route District
- SALARY** : R444 276 (PN-A5) per annum
CENTRE : Garden Route District Office, George (Stationed at Knysna)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Ensure implementation, coordination, monitoring and evaluation of the District Maternal/Women's health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Knysna/Bitou Sub-Districts. Support Knysna/Bitou Sub-Districts to achieve programmatic deliverables. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Knysna/Bitou Sub-Districts to achieve and maintain Ideal clinic- and Ideal Hospital status for all Health Facilities.
- ENQUIRIES** : Ms E Swanevelder Tel No: (044) 803-2700
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.

- POST 21/179** : **PHARMACIST (INTERN) (X22 POSTS)**
(01 January 2022 until 31 December 2022)
- SALARY** : R350 817per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Various Institutions
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (Intern). Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist (Intern). Competencies (knowledge/skills): Knowledge of and ability to comply with applicable legislation. National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of Public health. Quality Management by demonstrating compliance with National Core Standards, Occupational Health & Safety control and good Pharmacy practices. All duties will be performed under the direct supervision of a Pharmacist.
- ENQUIRIES** : Ms D Frieslaar Tel No: (021) 483-6197
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : All applicants are to submit a comprehensive CV with referral letters from 3 referees. All applicants should indicate 5 institutions of preference, but may be placed at other institutions, depending on the availability of posts. If the applicant does not select 5 institutions their application will not be considered. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. "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. The interviews will take place via MS Teams. Accommodation will not be provided.
- POST 21/180** : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands Health District
- SALARY** : R173 703 per annum
- CENTRE** : Bonnievale CC, Langeberg Sub District
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience as an Admin Clerk in Hospital/clinic environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Good interpersonal and communication skills. Must be computer literate (Windows, Excel, PHCIS, CLINICOM). The ability to work under pressure.
- DUTIES** : Registering of patients on the Patient Administration System (PHCIS). Provision of administration support to the facility. Responsible for folder management – filing and retrieving of folder and the filing reports. Responsible for handling patient telephonic enquiries. Provision of information management support and capturing of data. Willingness to work in other clinics due to operational Requirements.

ENQUIRIES : Ms E Pengelley Tel No: (023) 626-8547
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.

POST 21/181 : **STERILIZATION OPERATOR PRODUCTION (X3 POSTS) (2 FULL TIME POST AND 5/8TH POST)**
Overberg District

SALARY : R122 595 per annum (X2 post)
R76 623 per annum (Level 03) (5/8th post)

CENTRE : Caledon Hospital (X1 post and X1 post 5/8th), Hermanus Hospital (X1 post)
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9(std. 7). Experience: Appropriate experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Collection of used and soiled equipment from all departments daily. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Perform standard testing on equipment, machines and power tools Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate CCSD stock levels in all departments and theatre. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES : Ms R Darvel Tel No: (028) 212-1070 (Caledon)
Mr N Adams Tel No: (028) 312 1166 (Hermanus)

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Kriel
NOTE : No payment of any kind is required when applying for this post.

POST 21/182 : **FOOD SERVICES AID**
Cape Winelands Health District

SALARY : R102 534 per annum
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

ENQUIRIES : Ms EM Volschenk Tel No: (023) 626-8567
APPLICATIONS : The Manager: Medical Services, Robertson Hospital, Private Bag X 617, Robertson 6705.
FOR ATTENTION : Ms TM Padiachy
NOTE : No payment of any kind is required when applying for this post.

- POST 21/183** : **DRIVER (LIGHT DUTY VEHICLE)**
Rural Health Services
- SALARY** : R102 534 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) drivers license. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy goods/equipment. Willingness to do standby for the transporting of blood after hours (weekends and public holidays). Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.
- DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine inspection, maintenance, cleaning of vehicles and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
- ENQUIRIES** : Ms A Van Blerk Tel No: (044) 802-4497
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 21/184** : **PORTER**
Overberg District
- SALARY** : R102 534 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a health-related environment. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Must be of sober habits. Willingness to work in a team. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
- DUTIES** : Safely transport patients on trolleys and wheelchairs within various areas in the hospital. Assist with shifting of medical equipment. Ensure cleaning of wheelchairs and trolleys. Assist with the removal of bodies from wards and perform relevant duties. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital. Collect NHLS samples and bloods for cross match samples from the wards. Render supportive service to supervisor.
- ENQUIRIES** : Ms R Darvel Tel No: (028) 212-1070
APPLICATIONS : The Director Overberg District Office: Private Bag X07, Caledon, 7230
FOR ATTENTION : Ms A Kriel
NOTE : No payment of any kind is required when applying for this post.