

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the post of Chief Director: Communication Services, Ref No: HRMC 10/21/01, advertised in the Public Service Vacancy Circular no 22 of 2021, the closing date to submit application has been extended to 09 July 2021. We apologise for any inconvenience caused. For Enquiries: Ms F Kwape Tel No: (012) 406 4258 **EASTERN CAPE: DEPARTMENT OF HUMAN SETTLEMENTS:** Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 22 dated 18 June 2021, The Requirements are amended as follows: (1) Director: Government Information and Communication Technology Management (East London) with Ref No: DHS02/06/2021; A relevant qualification is National Senior Certificate, B. Degree (NQF 7) in Information Technology (Informatics or Computer Sciences) Computer Engineering as recognised by SAQA with 5 years' experience at a middle/senior management level. (2) Social Facilitation and Customer Care (East London) with Ref No: DHS03/06/2021; A relevant qualification is a National Senior Certificate, B. Degree (NQF 7) in Social Science/Development Studies/ Bachelor of Public Administration as recognised by

SAQA with 5 years' experience at a middle/senior management level. (3) Intern: Beneficiary Management/District Co-ordination and Project Management (East London) with Ref No: 2021/06/13; A relevant qualification is a Bachelor of Human Settlement/Bachelor of Human Settlement Development, B. Degree Social Science (majoring in Housing). The closing date remains the 02 July 2021

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

OTHER POSTS

- POST 23/01** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/6/58**
- SALARY** : R869 007 per annum (All inclusive)
- CENTRE** : Labour Centre: Modimolle
- REQUIREMENTS** : Three-year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid driver's Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including

interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Ms TE Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
FOR ATTENTION : Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: Job-MOD@labour.gov.za

POST 23/02 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/8/418**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.

DUTIES : Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr M Khoele Tel No: (051) 505 6327
APPLICATIONS : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
FOR ATTENTION : Human Resources Management, Bloemfontein Email: Jobs-FS2@labour.gov.za

POST 23/03 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/7/23**

SALARY : R376 596. per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor/ BCOM Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. A valid drivers licence. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the finance environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the IRequest System to suppliers details, Treasury instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury Regulations, Knowledge of Intranet System, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and Responsiveness, Developing others, Planning and organising, Problem solving and Decision making, Project Management, Team Leadership, Impact and influence, Computer literacy, Diversity Management, Networking and building bonds, Managing interpersonal conflict

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

ENQUIRIES : Mr SJ Potgieter Tel No: (013) 655 8700
APPLICATIONS : Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Acting Deputy Director: Finance and Office Services

POST 23/04 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO HR4/4/7/24**

SALARY : R376 596. per annum

CENTRE : Provincial Office: Mpumalanga

REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor/ BCOM Degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ BCOM Finance/ Accounting/ Economics. A valid drivers licence. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the supply chain environment. Knowledge: Public Service Transformation and Management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and Responsiveness, Developing others, Planning and organising, Problem solving and Decision making, Project Management, Team Leadership, Managing interpersonal conflict, Impact and influence Computer literacy, Diversity Management, Networking and building bonds.

DUTIES : Manage procurement support services in the Province. Monitor and review the assets in accordance with the relevant policy and procedures. Render contract administration support services and compliance. Render and administer monthly reports. Manage all resources of the section.

ENQUIRIES : Mr SJ Potgieter Tel No: (013) 655 8700

APPLICATIONS : Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Acting Deputy Director: Finance and Office Services

THE NATIONAL DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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, marked for the attention: Human Resources Management.
- CLOSING DATE** : 12 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.

MANAGEMENT ECHELON

- POST 23/05** : **DIRECTOR: FORESTRY SECTOR TRANSFORMATION REF NO: FMO02/2021**
- SALARY** : R1 057 326. per annum (An all-inclusive annual remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Undergraduate qualification in Forestry/ Natural Science or relevant qualification within the related field (NQF level 7) as recognized by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Expanded Public Works programme, integrated sustainable rural development and urban renewal programme. Knowledge and understanding of Transformation programmes. Understanding of the Transformation regulatory frameworks.ie Transformation Act, Skills Development Act, Skills Levies Act, Environment, and legislation. Undertaking of skills audit. 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 the National School of Government (NSG).

DUTIES

: Ensure coordination and administration of the Forest Sector Charter Codes. Ensure effective functioning and funding of the Forest Sector Charter Council. Facilitate the development and ensure effective implementation of the Forestry Transformation Strategy and priorities. Manage and facilitate the development of capacity for transformation in the sector. Implement the transformation sector calendar. Conduct surveys, data analysis and implement intervention plans. Coordinate the reporting process for participants. Facilitate funding to promote and support transformation of the sector. Ensure coordination and facilitation for the growth of the sector in line with the Masterplan. Ensure governance structures required for the implementation of the Masterplan are operational. Monitor and evaluate targets set in the Masterplan. Promote and monitor the implementation of transformation programmes. Facilitate the development of a database for vulnerable groups (i.e. youth, women, people living with disabilities and communities) within the forestry sector. Create awareness on sector forestry programmes with specific reference to Masterplan and the Transformation Charter. Liaison with key sector role players to promote the implementation of the Forest Sector Charter and the Masterplan.

ENQUIRIES

: Ms Pumeza Nodada, Tel No: (012) 309 5702 / Cell: 0660827189

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms N Kana ,Human Resources, Tel No: (012) 748 6279.
- CLOSING DATE** : 12 July 2021 12:00 noon
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83 A recent comprehensive CV specifying all qualifications and experience with respective dates Certified copies of qualifications, ID and a valid driver's license (where required), must be attached It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA).The certification must be not older than six (6) months from the date of the advert. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- Erratum:** Kindly note the posts of Director: Legal Services with Ref No. GPW21/17, Senior Legal Administration Officer (MR-6) Ref No: GPW21/18, Senior Legal Administration Officer (MR-6) Ref No: GPW21/19 and Legal Administration Officer (MR1-5) Ref No: GPW21/20 that were advertised on PSVC 22 dated 18 June 2021 with a closing date of 05 July 12:00 noon. The closing date has been extended to 12 July 12:00 noon.

OTHER POSTS

- POST 23/06** : **ACCOUNTING CLERK GPW21/24 (X2 POSTS)**
- SALARY** : R173 703 per annum (Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate or equivalent qualification with Accounting as a subject, Basic knowledge of Financial functions. Computer literacy, Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA), Knowledge management, Problem solving and analytical skills, Client orientation and customer focus, Good communication skill, Accountability and ethical conduct, Must be able to work under pressure.
- DUTIES** : Perform debtor's administrative functions, Ensure that all invoices for jobs done are processed on correct accounts with correct details and are distributed to customers with supporting documents, Prepare documentation relevant to the processing of credit notes and process submissions for approval as per delegations, Prepare customer

statements on a monthly basis, Prepare accruals at Financial Year End, Maintain proper filing and recordkeeping of documents.

ENQUIRIES : Ms. B Nogemane Tel No: (012) 748 6236

POST 23/07 : **WAREHOUSE CLERK (GPW21/25)**

SALARY : R173 703 per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : National Senior Certificate or equivalent qualification, Good computer literacy (Outlook and Excel), Numerical proficiency, Good communication skills (verbal and written), Problem-solving skills, Good interpersonal relations, Attention to detail, Experience in a warehouse environment will be an added advantage.

DUTIES : Verify and dispatch stock, Issue and pick stock, ensure maintenance and control of stock, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper record keeping and administration of records.

ENQUIRIES : Mr V Manganye, Tel No: (012) 748 6131

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 12 July 2021

NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 23/08 : **FAMILY ADVOCATE REF NO: 21/VA34/NW**

SALARY : R763 212 – R822 192 per annum. (LP7): (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of the Family Advocate NW- Mafikeng
An LLB Degree or recognised 4 year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five (5)years litigation experience; A valid driver's licence and willing to travel within the province. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail and Diversity, Dispute and Conflict Resolution skills; Proven track record of previous managerial experience will be an added advantage; Case flow management.

DUTIES : Key Performance Areas: Execute the mandate of the office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague Convention matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Attend to all relevant circuit courts within North West Province.

ENQUIRIES APPLICATIONS : Advocate KJ Mokwele Tel No: (018) 462 1630/5
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

POST 23/09 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2021/29/MP**

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

CENTRE REQUIREMENTS : Regional Office, Mpumalanga
A recognized and appropriate three-year tertiary qualification in Human Resources / Public Management / Public Administration; Minimum of 3-5 years' experience on

Service Benefits and /or Recruitment & Selection, of which three(3) years should be on Assistant Director level; Knowledge and application of Public Service prescripts, Knowledge of relevant HR management and legislations and directives, Public Finance Management Act and Labour Relations Act; A valid driver's license .Skills and Competencies: Recruitment and Selection; Talent Management; Employment Equity; Service conditions; Computer literacy including extensive experience in PERSAL; Extensive knowledge and understanding of all Acts governing HR practices; Communication and people management skills; Good drafting and report writing skills; and Ability to liaise with staff at all levels;

DUTIES : Manage the Recruitment and Selection process; appointments, probations, acting allowances; & transfers; Coordinate organizational structure, job profiles and job evaluations; Ensure the integration of transformation imperatives within the Region; Manage and monitor implementation and oversight reports of service benefits (leave, housing, IOD, terminations, long service awards, resettlement and Pensions), for both Judiciary and Administrative Personnel; Manage conditions of service and employee Benefits, in respect of general conditions of service, with specific reference to, amongst others, the Government Employees, Pension Fund, PILLIR, overtime, housing allowances; Monitor the utilization of Itirele by both Judicial Officers and administrative personnel; Provide monthly analysis reports; Implement and monitor all Performance Management activities.

ENQUIRIES APPLICATIONS : Ms DCM Knoop Tel No: (013) 753 9300/219
: The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 23/10 : **DEPUTY DIRECTOR: STRATEGIC PLANNING: REF NO: 21/169/DG**

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

CENTRE REQUIREMENTS : National Office, Pretoria
: A Degree or National Diploma in Strategic Management or equivalent qualification; Minimum of 3 years on management level (Assistant Director); Knowledge of Strategic planning process; Understanding of administrative procedures relating to Parliamentary or Cabinet process; Understanding of government policies development process. Skills and Competencies: Communication skills (verbal and written); Computer Microsoft Office (PowerPoint, Outlook, Excel. etc); Research and analytical skills; Strong leadership with strategic capabilities; Problem solving skills; Accuracy and attention to details; Planning and Organizing skills; Project management; Presentation and facilitation skills.

DUTIES : Key Performance Areas: Develop strategic planning guidelines and policies; Manage the development and submission of strategic plans, operational performance plans, government programme of action and annual performance plans; Analyse organisational environment, organisational performance and provide strategic inputs; Manage planning on departmental programmes; Determine the alignment of strategic priorities with the budget documents; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms D Modibane Tel No: (012) 315 1668
: 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.

POST 23/11 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION: REF NO: 21/168/DG**

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

CENTRE REQUIREMENTS : National Office: Pretoria
: National Diploma/Degree in Public Administration, Monitoring evaluation and Quality Management or equivalent qualification; 3 year experience in Performance Planning, Monitoring and Evaluation of which 3 years will be at management level (Assistant Director); Knowledge of framework for strategic level plan, Annual Plan, Performance Information and other relevant prescripts; Knowledge and understanding of Policy Development; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Computer Microsoft Office (PowerPoint, Outlook, Excel. etc); Presentation and facilitation skills; Research and analytical skills; Strong leadership with strategic capabilities; Problem solving skills; Numerical and analytical; Planning and organizing skills; Ability to work under pressure.

DUTIES : Key Performance Areas: Develop, implement, manage and review the overall Monitoring, Reporting and Evaluation system; Manage adherence to signed

procedures and that the department reports have proper source document; Conduct planning and coordination of data collection process automated reporting; Compile in-year reports (monthly, quarterly) and annual performance reports; Manages evaluations and development of the evaluation system; Provide effective people management.

ENQUIRIES : Ms D Modibane Tel No: (012) 315 1668
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 Street, Pretoria.

POSTS 23/12 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT: REF NO: 2021/30/MP**

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

CENTRE : Regional Office Mpumalanga
REQUIREMENTS : Degree or 3 years National Diploma in Public Management/Administration or equivalent qualification; Minimum of three years' experience in either Building Management/Maintenance or Project Management; Three (3) years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA, and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver's license. Skills and Competencies: Project Management; Financial Management skills; Leadership and Managerial skills; Communication skills (verbal and written); Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; Conflict management skills; continual learning and information search; Computer literacy

DUTIES : Key Performance Areas: Manage overall space of the Region; Monitor and report on all major projects undertaken in the Region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance, Form part of the planning process and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation; Maintenance and capital works projects identification and support ;Provide office support services (including information, document management, technology and transport management), manage cleaning and Gardening services.

ENQUIRIES : Ms. NC Maseko: Tel No: (013) 753 9300 Ext: 224
APPLICATIONS : The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 23/13 : **AREA COURT MANAGER (DEPUTY DIRECTOR) (3 POSTS)**

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

CENTRE : Mbombela Magistrate Office Ref No: 2021/31/MP
 Evander Magistrate Office Ref No: 2021/32/MP
 Rustenburg Cluster Ref No: 21/Va35/NW

REQUIREMENTS : An appropriate three-year Bachelor's Degree or equivalent qualification; Three years' management experience; Knowledge and experience of financial management and PFMA. Office and district administration will serve as strong recommendation; A valid driver's license; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.

DUTIES : Key Performance Areas: Co-ordinate and manage financial and human resources of the cluster; Strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the cluster; Facilitate strategic projects intended to improve court management

ENQUIRIES : Nelspruit: Ms NC Maseko Tel No: (013) 753 9300/224
 Mahikeng: Ms. L Shoai Tel No: (018) 397 7061

APPLICATIONS : **Mpumalanga:** The Regional Head, Private Bag X11249, Nelspruit, 1200

North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

- NOTE** : Separate applications must be made quoting the relevant reference number
- POST 23/14** : **COURT MANAGER: REF NO: 21/46/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban
: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within EThekweni Metro; 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 APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 23/15** : **COURT MANAGER REF NO: 21/47/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Emlazi
: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within EThekweni Metro; 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 APPLICATION** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

- POST 23/16** : **COURT MANAGER: REF NO 21/48/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Nongoma
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within Nongoma Local Municipality; Metro; 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 M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 23/17** : **COURT MANAGER: REF NO: 21/49/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Port Shepstone
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within Ugu Local Municipality; Metro; 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 V.T. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 23/18** : **COURT MANAGERS (7 POSTS)**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court Ntsikazi: Ref No: 2021/33/MP
Magistrate Court, Barberton: Ref No: 2021/34/MP
Magistrate Court, Eerstehoek: Ref No: 2021/35/MP
Magistrate Court, Secunda: Ref No: 2021/36/MP

Magistrate Court, Balfour: Ref No: 2021/37/MP
Magistrate Court, Mashishing: Ref No: 2021/38/MP
Magistrate Court, Evander: Ref No: 2021/45/MP

REQUIREMENTS : A 3 year qualification in Administration (NQF level 6) and/or a National Diploma in Services Management (NQF level 5) plus the module in Case Flow Management or equivalent qualification; At least 3 years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); 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 KN Zwane Tel No: (013) 753 9300/249
APPLICATIONS : The Regional Head, Private Bag X11249, Nelspruit, 1200
NOTE : Separate applications must be made quoting the relevant reference number

POST 23/19 : **SENIOR LEGAL ADMINISTRATION OFFICER; REF NO: 21/50/KZN**

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 : Regional Office, Durban
REQUIREMENT : LLB degree or 4-year recognized legal qualification; At least eight (8) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy, including the ability to prepare Power-point presentations and use Excel; Excellent communication skills (both verbal and written); Leadership skills; Ability to do Presentations, public education and training; Good inter-personal and inter-cultural relations and ability to liaise with senior officials and stakeholders Problem solving skills; Ability to compile reports and analyze statistics; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage State losses within the Department i.e. deal with disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Ability to chair the various Provincial Fora; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Ensure that the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice are met; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.

ENQUIRIES : Ms M.P. Khoza Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

POST 23/20 : **ASSISTANT DIRECTOR- ADMINISTRATION: REF NO: 87/2021/FA/WC**

SALARY : R376 596 – R443 601 per annum. (The successful candidate will be required to sign a performance agreement)

CENTRE : Office of The Family Advocate, Cape Town

- REQUIREMENTS** : A Bachelor's Degree in Public Administration or equivalent qualification; Three (3) years Supervisory/ Management experience; Knowledge of Public Service, legislation and prescript; Knowledge of Public Finance Management Act, Treasury Regulations and Departmental Financial Instructions; Basic knowledge of the core functions of the office of the Family Advocate; A valid driver's license. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Ability to operate technical equipment; Motivating skills; Organising skills; Leadership skills; Finance Management skills; Project Management.
- DUTIES** : Key Performance Areas: Effectively manage and monitor performance management processes in the office of the Family Advocate and the province; Collation and quality assurance of performance information monthly; Manage and monitor Human Resource related functions and effective administrative performance of the offices in the province; Manage assets, procurement and budget function of the office of the Family Advocate and provincially; Assist with case flow management and ensure compliance with all monthly statistical and financial reports of the province; Monitor and manage all assets and risk in the office of the Family Advocate and the province.
- ENQUIRIES APPLICATIONS** : Advocate S Ebrahim Tel No: (021) 426 1216
- FOR ATTENTION NOTE** : Please forward your application to: Regional Head: Private Ba Rose House, 5th Floor, Cape Town.
: Mr M Koopman
: People with disability are encouraged to apply.
- POST 23/21** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING: REF NO: 21/150/DG**
Re advert Candidates who applied on the initial advert need not re-apply as their application will still be considered.
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: National Diploma/ Bachelors Degree in Administration or any relevant qualification (NQF6); Minimum of 3 years' experience in strategic planning; Knowledge and understanding of Policy Development; A valid driver's license. Knowledge and understanding of Strategic planning frameworks, systems, procedures and processes applicable in the Public Service. 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;
- DUTIES** : Key Performance Areas: Facilitate the development and implementation of planning policies and prescripts; Facilitate the development and submission of strategic plan, annual performance plan and operational plan. Assist with the coordination of annual strategic planning sessions. Assist with the alignment of the strategic plans with the Department's strategic goals and other planning documents; Provide technical support and advice to branches on strategic planning matters; Ensure timeous submission of planning documents to oversight institutions; Facilitate planning on departmental programmes.
- ENQUIRIES APPLICATIONS** : 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, 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 23/22** : **ADMINISTRATIVE OFFICER (5 POSTS)**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Balfour Magistrate Office Ref No: 2021/43/MP
Belfast Magistrate Office Ref No: 2021/42/MP
Carolina Magistrate Office Ref No: 2021/41/MP
Ga-Nala Magistrate Office Ref No: 2021/40/MP
Middelburg Magistrate Office Ref No: 2021/50/MP
- REQUIREMENTS** : A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem

- solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.
- 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; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; 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; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
- ENQUIRIES** : Mr LT Mndebele Tel No: (013) 753 9300/20
- APPLICATIONS** : The Regional Head, Private Bag X11249, Nelspruit, 1200 N/B: No emails, no fax and no hand delivery
- POST 23/23** : **SOCIAL WORKERS/FAMILY COUNSELLOR (2 POSTS)**
- SALARY** : R257 592 – R298 614 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Durban Ref 21/51/KZN
Family Advocate: Pietermaritzburg Ref 21/52/KZN
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent relevant qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP); Proof of registration with SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Children's Act; Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license; Experience in a Forensic setting will be an added advantage. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint); Excellent Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in care, contact, guardianship, relocation, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations in the best interest of the child in family law disputes; Act as expert witness for the Family Advocate in Court; Assisting beneficiaries in the functions and role of the Office of the Family Advocate; Travel to conduct inquiries and interview parties and source references in family law disputes; Case management of matters allocated; Achieve targets set.
- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000 or Ms C.S. Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 23/24** : **MAINTENANCE OFFICER: (MR 2): REF NO: 2021/99/GP**
- SALARY** : R230 259 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Vanderbijlpark
- REQUIREMENTS** : LLB Degree or recognised 4 years' legal qualification; At least 1 year appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English, South Sotho and Afrikaans; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's license. Skills and Competencies: Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment. Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; Explain legal terminology

- and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work in pressured environment; Facilitate communication between people with Maintenance disputes.
- DUTIES** : Key Performance Areas: Perform the powers duties or 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; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES** : Ms T Maphoto Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or physical address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 23/25** : **LEGAL ADMINISTRATION OFFICER (MR1 - MR3) REF NO: 21/53/KZN**
- SALARY** : R198 411 - R276 948 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : LLB degree or 4-year recognized legal qualification; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy, including the ability to prepare Power-point presentations and use Excel; Excellent communication skills (both verbal and written); Ability to do presentations, public education, awareness and training; Good inter-personal and inter-cultural relations and ability to liaise with senior officials; Problem solving skills; Ability to analyze statistics; Report writing skills; Minutes taking skills; Time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Act as secretariat for Provincial Fora; Collation and analyzing of data; Preparation of reports and memoranda; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events on various pieces of legislation; Ensure that the strategic responsibilities in respect of Sexual Offences Courts, Small Claims Courts, Equality Courts, Regional Civil Courts and Restorative Justice are met; Ensure the implementation of Victim's Charter in the Province; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments; Deal with the disposal, recovery and mitigation of losses; Deal with statutory appointments e.g. commissioners of oaths.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 23/26** : **MAINTENANCE OFFICER REF NO: 21/55/KZN**
- SALARY** : R198 411 – R912 504 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court: Newcastle (The successful candidate will also serve courts within Amajuba Magisterial District.
- REQUIREMENTS** : LLB Degree or recognized 4 year legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy. A valid driver's license.
- DUTIES** : Key Performance Areas: Perform duties or functions of a Maintenance Officer for offices under Newcastle Cluster; Perform duties or functions of a Maintenance Officer

in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

- ENQUIRIES** : Ms C.S Sikhonde Tel No: (031) 372 3000
- POST 23/27** : **REGISTRAR REF NO: 21/54/KZN**
- 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's Office, Newcastle: (The Successful Candidate Will Also Serve Vryheid, Madadeni, Ladysmith, Dundee, Nongoma, Pongola and Ingwavuma Magistrates Courts).
- REQUIREMENTS** : LLB degree or recognized 4 year legal qualification; A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas: Provide support to magistrate courts within Cluster B. Co-ordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.
- ENQUIRIES** : Ms C.S Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

DEPARTMENT OF MILITARY VETERANS

The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is Our Intention To Promote Representativity (Race, Gender And Disability) Through The Filling Of These Posts And Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Receive Preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 9 July 2021 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as certified copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement and must be attached to the application. 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 Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 23/28** : **CHIEF DIRECTOR: HERITAGE MEMORIALS BURIALS AND HONOURS REF NO: DMV2021/06-01**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : At least an undergraduate qualification (NQF level 7) as recognized by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment. Certificate for entry into the Senior Management Service. Social Worker background will be an added advantage. Inherent requirements: Strategic thinker, Leadership, Intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair. Competency skills: Conceptual thinking and problem solving skills, strong written and verbal communication skills, management skills, strong leadership skills, strategic management skills, strategic analysis skills and policy analysis skills.
- DUTIES** : Manage military veterans heritage, memorial and honour services. Identify and develop military veterans' heritage, memorial and honour policies, processes, strategies and procedures and ensure the successful implementation thereof. Advise management and the Department on policy matters with specific reference to military veterans' heritage, memorial and honour policies. Review processes and procedures developed and interrogated their efficiency and effectiveness. Conduct research and impact analysis pertaining to exhumation and repatriation in line with the government policies and international guidelines and keep track of new developments and advise the Department. Manage burial support services, identify and maintain military veterans' cemeteries. Manage the recognition and honoring of military veterans in their

life and in memorial. Represent the Department in with various Fora meetings (Nationally and Provincially). Manage, co-ordinate and market military veterans heritage, memorial and honour events, projects and campaigns and the department's program of action. Conceptualize and co-ordinate military veterans heritage, memorial and honour events. Monitor and analyze all events on military veterans' heritage, memorial and honour as well as planning and organizing conferences. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure external funding for military veterans, departmental and Ministerial activities by engaging donors, companies and private sector role-players. Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES
NOTE

: Mr J. Olivier Tel No: (012) 765 9314
 : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 23/29

: **CHIEF DIRECTOR: MILITARY VETERANS SOCIO-ECONOMIC SUPPORT SERVICES REF NO: DMV2021/06-02**

SALARY
CENTRE
REQUIREMENTS

: R1 251 183 - R1 495 956 per annum (Level 14) (All inclusive)
 : Pretoria
 : At least an undergraduate qualification (NQF level 7) as recognized by SAQA plus an extensive 6 to 10 years of experience at senior management level within the Public Service or a similar environment executing socio-economic related duties at senior management level. Certificate for entry into the Senior Management Service. Inherent requirements: Strategic thinker, Leadership, Intuitive thinker, good team player, incisive and decisive, empathetic, personal drive, firm and fair. Competency skills: Conceptual thinking and problem solving skills, strong written and verbal communication skills, management skills, strong leadership skills, strategic management skills, strategic analysis skills and policy analysis skills.

DUTIES

: Manage, coordinate and facilitate military veterans socio-economic support services. Develop and monitor the implementation of legislative framework pertaining to military veterans' socio-economic support and programmes. Advise stakeholders in terms of military veterans' socio-economic practices, procedures, guidelines and policies. Conduct research and impact analysis pertaining to military veterans' socio-economic practices, procedures, processes and policies. Coordinate and ensure compliance and implementation of military veterans socio-economic policies, programs, projects, processes & procedures for a peaceful work environment. Provide advice or recommendations for referrals and service delivery protocols and systems. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the department, NGO's and all stakeholders in terms of providing benefits and access: Department of Transport, Department of Finance, Department of Human Settlement and Department of Social Development. Represent the Department in with various Fora meetings (Nationally and Provincially). Manage resources (physical, human and financial). Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES
NOTE

: Mr J. Olivier Tel No: (012) 765 9314
 : All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 23/30 : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE REF NO: DMV2021/06-03 (X1 POST)**

(The term of office will run effective immediately upon appointment for a period of three years (36 months)).

SALARY : DMV Audit Committee members are remunerated using National Treasury rates adjusted annually by National Treasury. Members are remunerated at R2 619 per day. The DMV pays its members two days' preparation time plus one day of the meeting, equivalent to three days as follows: R7 857 per member. The rates include both preparation time and meeting attendance.

CENTRE REQUIREMENTS : Pretoria
Applicants must have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) Matric / senior certificate (b) Relevant three or four year degree (c) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/Information Communication Technology, and Monitoring and Evaluation), must be independent and knowledgeable of the status of their positions as members, (d) a member of a professional body and (e) have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Experience in or knowledge of the public sector. Highly specialized knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.

DUTIES : To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the Executive Authority and Accounting Officer of the Department of Military Veterans on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the annual financial statement to provide the department with an authoritative and credible view of the financial position of the DMV, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the Department as may be requested by the Executive Authority; perform such other functions as may be prescribed.

ENQUIRIES : Ms ZB Gcasamba Tel No: (012) 765 9328

THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, (former Schoeman) alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the
- FOR ATTENTION** : Ms T Sibutha Tel No: (012) 444 3319 / Mr P Ndlovu Tel No: (012) 406 7506/ Mr Donald Mbhokota Tel No: (012) 406 7426
- CLOSING DATE** : 09 July 2021
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by certified copies of qualification(s) including matric/grade 12 certificate, Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver's licence is a requirement, a clear certified copy must be attached (also certified within the past 6 months). Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, all shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process. The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of these post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

MANAGEMENT ECHELON

- POST 23/31** : **PETROLEUM PRICING SPECIALIST REF NO: DMRE/2128**
- SALARY** : R1 057 326. per annum (Level 13) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's degree in Finance/ Accounting (with a major in accounting) with minimum of 10 years' experience in the petroleum environment Plus the following competencies Knowledge of: practical and theoretical knowledge of the oil industry. Fuel pricing rules, DMRE Petroleum related policies Skills: interpersonal relations, Communication (verbal and oral), Organisational ability control, Interpretation and application of policies and rules, negotiating, adaptability, conflict handling as well as research and

- analysis. Thinking Demands: Innovative thinker. Creativity and innovative, decision making. Receptive to suggestion and ideas.
- DUTIES** : KRA's Monitor daily BFP movement and the monthly Fuel Price Media Statement and assist the Directorate Fuel Pricing with any related matter thereto. Ensure that the cumulative State Account administer in accordance to the Slate Levy Regulations and reimbursement are in line with Slate Rules. Administer fuel related levies including but to limited to the illumination paraffin (IP) tracer dye levy, Demand Side Management levy, pipeline levy and Slate Levy. Assist with the finalisation of fuel prices regulations and policies. Administer projects related to fuel price administration. Ensure that power to approve payments from the Equalisation Fund re delegated by the minister and co-sign payment from the Equalisation fund. Verify the correctness of the calculation of annual adjustment to the transport tariff differentials culminating from the MDZ System application and the implementation thereof in fuel price structures. Mentor DMRE official on matter pertaining to the petroleum pricing Recommendation/Note :No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
- ENQUIRIES** : Mr G. Leketi Tel No: (012) 406 7779
- POST 23/32** : **SUPPLY MODELLING SPECIALIST REF NO: DMRE/2129 (02 POSTS)**
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A Master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field of Economics (with Econometrics), NQF Level 9, Energy studies in addition to the above will be an added advantage. Minimum of 5 years' experience at middle/senior managerial/ in modelling (Mathematical and Econometric Modelling), Supply Optimisation, Optimisation Models. Technical Report writing and Policy Analysis. The job may require local and international travel, Plus the following competencies Knowledge of: Detailed understanding of policies and legislation which govern the energy sector, Knowledge of the energy sector with specific understanding of upstream oil, gas nuclear and coal supply markets, Understanding of renewable energy sector, Knowledge of supply optimisation and modelling techniques. Understanding of local and global trends and economic drivers which impact on supply options for energy, Knowledge of different energy technologies, Skills: Energy modelling, mathematical and econometric modelling, Supply optimisation modelling, Technical report writing, Translation of concept into mathematical or analytical models, Policy analysis, Thinking Demands: Assertive, Analytical, Self- driven and motivated, Mature and attention to detail.
- DUTIES** : KRA's Provide a specialist services pertaining to energy supply optimization modelling. Conduct analyses of the energy supply sector, (understand different supply modelling techniques). Develop and maintain energy supply optimization models. Conduct research on existing and potential energy supply options to inform the energy planning process. Analyse impact of energy policies and other sectoral policies on current and future energy supply and the energy sector. Analyse and interpret model outputs to inform/advice on policy formulation and energy planning. Continually evaluate different energy modelling tools available locally and internationally and adopt best-practice modelling methodologies; and interact with different stakeholders (government, state-owned entities, and technical experts. Inform/advice on policy formulation and energy planning. Provide expert advice to management on strategic direction regarding energy supply matters. Mentor departmental staff on energy supply options matters. Manage the Directorate. Develop operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate.
- ENQUIRIES** : Mr T Audat Tel No: (012) 406 7560
- NOTE** : No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency

assessments and technical assessment. The Candidate will have to disclose her/ his financial interests.

- POST 23/33** : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2130**
- SALARY** : R869 007 per annum (Level 12) (All-inclusive package)
CENTRE : Free State Region, Welkom
REQUIREMENTS : An appropriate Degree in Law with Company Law of Contract as subjects, coupled with relevant working experience of which 3 years must be at Assistant Director level and a valid driver's license Knowledge of: (in-depth knowledge of the (delete this part) Mineral and Petroleum Resources Development Act (MPRDA Act 28 of 2002, as amended), Mining Charter, latest developments in case law affecting the mining sector, Public Finance Management Act and National Environmental Management Act Skills: Well-developed written and verbal communication, ability to communicate with clients at high level, advise and make meaningful recommendations to the Regional Manager, Chief-Director, Deputy-Director General, Director General and the Minister concerning mining related matters. Ability to assist, liaise and serve a wide spectrum of professional persons such as attorneys, Town and Regional Planners, Architects, Engineers, Geologist, Surveyors, Senior representative of mining companies, Government Institutions, consultants, interested and affected parties and the public at large. Ability to manage conflict and computer skills, Thinking Demands: Ability to interpret and apply legislation related policies, mainly the Mineral and the Petroleum Resources Development Act, 2002 (Act 28 of 2002) and other relevant laws applicable in mining including the National Environment and Management Act, 1988 (Act 107 of 1998).
- DUTIES** : KRA's Manage the administrative process necessary to grant rights and permits in compliance with the law. Oversee and maintain a categorised database (SAMRAD) to provide information on the status of rights granted and to promote continued access to mineral properties. Monitor the performance and compliance of legal operators and take appropriate corrective action where required. Monitor illegal prospecting and mining operations and a follow up to enforce compliance with the law - this is to be deleted as it is now the mandate of Enforcement and Compliance in Pretoria). Perform managerial activities. Manage land use applications. Manage the help desk and evaluate all empowerment transactions to give effect to the objects of the charter and the act.
- ENQUIRIES** : Ms K Kewuti Tel No: (057) 391 1302
- POST 23/34** : **SENIOR INSPECTOR: MINING EQUIPMENT REF NO: DMRE**
- SALARY** : R869 007 per annum (Level 12) (All-inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : An appropriate B-Tech/ Degree in Mine Engineering (NQF Level 7) plus Certificate of Competency for Mechanical or Electrical Engineering Mining, coupled with minimum of 3 junior management experience in mining industry and driver's license Plus the following competencies Knowledge of: Mine Health and Safety Act, Mining Engineering Mine Equipment e.g. Winder, Boiler, Plants etc, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety, DMRE Policy and staff codes, Management skills, Planning, Leading, Organising and controlling, report writing and formulation, Good interpersonal relations, Be able to recommend mining engineering solutions, Negotiation skills, Language proficiency, Computer skills, Thinking Demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.
- DUTIES** : KRA's Coordinate, conduct and report on underground shaft and surface audits and inspections on plans, structures, trackbound, trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Coordinate, conduct and report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk operations and take appropriate action. Coordinate, conduct and report on the testing and licensing of equipment on mines i.e winders, lifts, chairlifts, boilers and conduct statutory inspections. Coordinate and serve on ant necessary board of examiners. Coordinate and provide inputs to regional reports, revision of machinery regulations, guidelines and standard and applications of exemptions, permission and approvals. Provide managerial activities.
- ENQUIRIES** : Mr J Coetzee Tel No: (013) 653 0514

NOTE : Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid Code 08 driver's licence.

POST 23/35 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2131**

SALARY : R733 257 per annum (per annum) (All-inclusive package)
CENTRE : Free State Region, Welkom
REQUIREMENTS : An appropriate Degree/BTECH in mining PLUS mine managers certificate of competency, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mine Engineering-Mine Equipment e.g. Winder, Boilers, Plants, etc. ,Hazard identification and Risk Management, Public Service Staff code and DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act, DMR Policy and Staff codes, Management skills, planning leading, organising and controlling, report writing and formulation, good interpersonal relations, analysis and interpretation of accident statistics, be able to recommend mining engineering solutions, negotiation skills, language proficiency, computer skills, Thinking Demands: Innovative thinker, analyse situations carefully, make fair and reasonable decisions, receptive to suggestions and ideas and be able to stay calm and collective during difficult situations.

DUTIES/ : KRA's Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Coordinate and provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Supervise and develop staff.

ENQUIRIES : Mr P Nyaqcela Tel No: (057) 391 1373/71

POST 23/36 : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2132**

SALARY : R733 257 per annum (Level 11) (All-inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : An appropriate qualification Diploma/Degree in Nursing, Midwifery, Community Health, Occupational health and Primary Health Care with minimum of 3 years of experience mining industry Plus the following competencies Knowledge of: Mine Health and Safety Act, MHSA, OSH Act, ODMWA and other occupational health related legislations. Sound knowledge of both occupational health nursing and primary health care. Skills: Good communicator, researching Skills, have good investigating skills, problem solving skills and computer literacy. Thinking Demands: Ability to analyse workload and work-related problems and to draft and implement a strategy to ensure an improvement.

DUTIES : KRA's Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine the high risk mining operations and take appropriate action. Provide inputs to regional reports, revision of medical regulations, guidelines and standards related to occupational medicine. Collection of occupational medicine statutory data on monthly and annual basis from the mines. Do quality check on occupational medicine statutory data submitted by the mines. Participate at tripartite forums and other occupational health related forums.

ENQUIRIES : Mr TM Doyle Tel No: (082) 445 6894

POST 23/37 : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2133**

SALARY : R470 040 per annum (Level 10)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : An appropriate Honours Bachelor's Degree/ post graduate diploma in environmental management, natural science or relevant qualifications coupled with a minimum of 3 years' experience in the industry and a valid driver's licence, Knowledge of: integrated environmental management relative to prospecting and mining work programmes, knowledge of impact assessment remediation and evaluation methods, knowledge of

environmental legislation, knowledge of mining methods , mining processes, mining waste generation and disposal, knowledge of new computer software available in the market, knowledge of the principles and application management , Skills: Good negotiation skills, good research skills, integration of social, economic, bio-physical and cultural-historical impacts, Personnel Management, working and creating g team work, good verbal and non-verbal communication skills, excellent English reading and writing skill, Thinking Demands: Pragmatic environmental problem-solving abilities, innovative thinking abilities and ability to manage diverse public demands. Other: Must be able to walk and climb in outdoor terrain, must be able to drive a vehicle on rough roads, must be tolerant to discomfort such as wind-blown dust, unpleasant fumes and extreme weather conditions and good hearing essential to evaluate noise nuisance.

DUTIES : KRA's Evaluate environmental management program plan, environmental impact assessment, scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit, and assess environmental performance of mines. Regulate the closure of mine s within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provisioning. Investigate and resolve mine environmental related issues, queries and complaints between the mining industry and the public. Consult with relevant state departments and assist clients through promotion of administrative justice. Provide managerial activities.

ENQUIRIES : Ms H Dlamini Tel No: (041) 403 6634

POST 23/38 : **ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2134**

SALARY : R470 040 per annum (Level 10)
CENTRE : Limpopo Region, Polokwane
REQUIREMENTS : Relevant degree in Social Sciences on Development Economics, Social Science, Industrial Science or relevant (NQF7) Plus minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA, basic knowledge of administrative procedures, basic knowledge of computer, basic knowledge of Previous Mineral Legislations, basic knowledge of Departmental Policy in respect of Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.

DUTIES : KRA's Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stakeholders meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.

ENQUIRIES : Mr A Mulaudzi Tel No: (015) 287-4742

POST 23/38 : **SUPPORT TECHNICIAN REF NO: DMRE/2135**
 Re-advert, candidates who are applied previously are encouraged to re-apply.

SALARY : R316 791 pe annum (Level 8)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate National Diploma/Degree in Information Technology, A plus certificate with a minimum of 2 years' experience in service desk technical support environment. Knowledge of: MS Office 2003/2003/2007/2010/2013, MS Windows/XP Pro/ 7/ 10, remote administration, printer installation and programme installation and troubleshooting, Skills: Excellent managerial, communication and interpersonal relationship skills, strong leadership and organisational skills, client focused, negotiation and consultation skills, problem solving and analysis, strategic capability, change management, creativity and innovation, management and expertise in all areas of information technology, technical expertise in advance strategic and business analysis, change management with knowledge of public service and departmental organisational matters, regulatory frame work for the management of ICT and government, programme management with service delivery orientation and effective budget management, Thinking Demands: Independent person, must be able to improvise (Analytical), self-motivated, and decisive.

DUTIES : KRA's Answer helpdesk telephone to [provide 1st and 2nd line support. Monitor infrastructure availability daily and ensure service available. Install and configure the applications (Antivirus, Ms Office, Internet and 3G). Install, configure and repair printers and telephones, video callings and faxes. Install, maintain and support

ENQUIRIES

telephone system and network cabling. Provide remote desktop support using SCSM.
Ensure safeguard and protection of customer data.
: Mr K Mokoatle Tel No: (012) 444 3178

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **Constitutional Court: Braamfontein:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018 or hand deliver applications to 30 Queen Victoria Street, Cape Town.
Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver applications to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- CLOSING DATE** : 09 July 2021
- NOTE** : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. Note: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za-vacancies/ www.judiciary.org.za. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the Pre-entry certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
- ERRATUM:** The post of Law Researcher (02 posts) (Gauteng Local Division: Johannesburg), with Ref No: 2021/135/OCJ advertised in Public Service Vacancy Circular 21, dated 11 June 2021 with a closing date 28 June 2021, has been withdrawn. We would like to apologise for the inconvenience caused by this.

OTHER POSTS

- POST 23/40** : **REGISTRAR, REF NO: 2021/151/OCJ**
- SALARY** : R257 073.per annum (MR3 –MR5) Salary to be determined in accordance with experience as per OSD salary determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Polokwane High Court
	:	Matric plus an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Ms. RF Mathobela/ Ms. EM Ramaphakela Tel No: (015) 230 4035/ 4063
<u>POST 23/41</u>	:	<u>REGISTRAR, REF NO: 2021/152/OCJ</u>
<u>SALARY</u>	:	R257 073.per annum (MR3 –MR5) Salary to be determined in accordance with experience as per OSD salary determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Constitutional Court: Braamfontein
	:	Matric plus an LLB Degree or a four (4) year Legal qualification. At least five (5)-years legal experience obtained after qualification. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Attend/ oversee to general public queries/ correspondences. Attend to judicial support functions. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Facilitate/ monitoring/ evaluation of sub-ordinates. Safekeeping of records. Attend to office management, planning and organization. Manage the staff component and performance assessments. Attend and provision of required relevant documentation for audit purpose. Monitor functionality of court recording system. Notify relevant Managers regarding needs for translation/ transcripts of cases.
<u>ENQUIRIES</u>	:	Mr. M Ngonyama Tel No: (0110 359 7590
<u>POST 23/42</u>	:	<u>REGISTRAR'S CLERK, REF NO: 2021/153/OCJ</u>
<u>SALARY</u>	:	R173 703. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court, Western Cape Division – Thembaletu (George)
	:	Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Planning, organizing and controlling skills. Customer service skills orientated.
<u>DUTIES</u>	:	Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties /functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to

correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES

:

Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer and coloureds people, white women and people with disabilities are encouraged to apply for these posts.

<u>CLOSING DATE</u>	:	9 July 2021
<u>NOTE</u>	:	Applications must be accompanied by a newly prescribed and signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. 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 http://www.dpsa.gov.za . Applications submitted on the old forms will not be considered. Please email applications to the email addresses specified for the particular post. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, previous employment verification, verification of qualification and credit worthiness) It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise intended to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All candidates will be required to complete a senior management leadership programme with the National School of Governance (NSG).

MANAGEMENT ECHELON

<u>POST 23/43</u>	:	<u>CHIEF DIRECTOR: INNOVATION PRIORITIES AND INSTRUMENTS</u>
<u>SALARY</u>	:	R1 251 183- R1 495 956 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF level 7 qualification in science, engineering, technology, innovation management. A postgraduate qualification at master's level will be an added advantage. Five years' working experience at senior management level in a research, technology, innovation and innovation environment. In-depth knowledge and understanding of the national system of innovation, corporate governance systems, policy analysis and implementation, the Public Finance Management Act, management of relevant legislation, technology innovation and commercialisation space, and technology transfer environment. Skills requirements: Strategic capability and leadership, financial management, change management, programme and project management, stakeholder management, people management and empowerment, knowledge management, Customer orientation and service, Problem solving skills, Policy development and interpretation, In depth influential skills, Negotiation and service delivery and innovation. Communications (written, presentation and verbal) and computer skills. Ability to work under pressure, independently and lead cross-functional team. Ability to build relationships, strategic thinker, innovative, creative and manage multiple stakeholders.
<u>DUTIES</u>	:	Provide leadership in the development of market and business intelligence capability for the DSI and the national system of innovation. Provide leadership in local innovation and technology commercialization. Provide leadership in the development of mechanisms to facilitate increased cooperation with private sector stakeholders in order to foster innovation and technology commercialisation. Oversight of Technology Innovation Agency. Strategic Management and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa, Tel.No: (012) 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to Recruit1@dst.gov.za

<u>POST 23/44</u>	:	<u>HEAD: NATIONAL INTELLECTUAL PROPERTY MANAGEMENT OFFICE</u>
<u>SALARY</u>	:	R1 251 183-R1 495 956 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF level 7 qualification in science or engineering, technology and innovation. A postgraduate qualification at master's level would be an added advantage. Minimum 5 years' working experience at senior management level in an intellectual property (IP) management and technology transfer environment. In-depth knowledge and understanding of the Intellectual Property Rights from publicly financed research and development Act, 2008, and related regulations. Understanding of all international and regional conventions and protocols on IP, as well as the various structures and programmes relating to IP and innovation in the national system of innovation. Understanding of international intellectual property arrangements and positions. Expert knowledge and understanding of South African intellectual property laws, research and development and innovation management principles and operations. Knowledge of the Medium-Term Strategic Framework, the Government Planning Framework, the Public Finance Management Act, and South African foreign policy. Good policy analysis and implementation skills. Sound knowledge and understanding of the application of the Intergovernmental Relations Framework Act, 2005, and the King III Report on Corporate Governance. Skills requirements: Strategic capability and leadership, financial management, change management, programme and project management, stakeholder management, people management and empowerment, knowledge management, Customer orientation and service, Problem solving and stakeholder skills, Policy development and interpretation, In depth influential skills, Negotiation and service delivery and innovation. Communications (written, presentation and verbal) and computer skills. Ability to work under pressure, relations building and multi-stakeholder management independently and lead cross-functional team. Ability to build relationships, strategic thinker, innovative and creative and manage multiple stakeholders.
<u>DUTIES</u>	:	Strategic oversight and implementation of the Intellectual Property (IP) rights from publicly financed research and development Act. Provide leadership in strategic partnerships, positioning of regulatory and compliance matters and ensure the implementation of regulatory and compliance controls. Promote effective leadership and the positioning of strategic partnerships. Provide support on technology transfer and the commercialisation of local technologies and innovations. Lead and oversee the development of intellectual property and technology development strategy. Promote overall leadership on intellectual property fund and incentive management. Strategic direction, human resource management, development and financial management. Support technology transfer and commercialisation of local technologies and innovations.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa, Tel. No: (012) 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to Recruit2@dst.gov.za
<u>POST 23/45</u>	:	<u>CHIEF DIRECTOR: ASTRONOMY</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum. (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF level 7 qualification in natural sciences, physical sciences or engineering services. A post graduate qualification in Astronomy at master's level will be an added advantage. Minimum 5 years' working experience at senior managerial level in a science, technology, innovation and astronomy environment. Knowledge of the Astronomy Geographic Advantage Act, Public Finance Management Act, and national astronomy imperatives, and insight into research and business dynamics. An understanding of spectrum allotment and related astronomy implications. Knowledge of managing international partnerships and leveraging foreign direct investments into large scale research infrastructure. Knowledge of the multidisciplinary and multi-wavelength aspects of the astronomy discipline and its contribution to the NSI. Knowledge of the complexities of managing mega research infrastructure projects. Skills requirements: Strategic capability and leadership, financial management, change management, programme and project management, service delivery and innovation, stakeholder management, people management and empowerment, knowledge management, customer and service orientation, and communication. Candidate must be articulate and creative, able to work well under pressure. Ability to lead and manage cross-functional teams.
<u>DUTIES</u>	:	Provide strategic leadership and policy oversight over the implementation of the Multiwavelength Astronomy Strategy and Square Kilometre Array (SKA) strategy.

Manage astronomy-related governance and regulatory matters, ensure the resourcing and functioning of the astronomy management authority. Ensure astronomy-related human capital development and ensure efficient implementation of the National Astronomy Space Science Programme. Facilitate related technology development and spinoffs and the management of the research infrastructure. Strategic direction, human resource management, development and financial management.

ENQUIRIES
APPLICATIONS
NOTE

: Ms Duduzile Magampa, Tel. No: (012) 843 6704
: Applications must be emailed to Recruit3@dst.gov.za
: The National Advisory Council on Innovation (NACI) is a statutory body that advises the Minister of Higher Education, Science and Innovation on matters relating to the National System of Innovation (NSI). NACI promotes the contribution of science, technology and Innovation in promoting and achieving the national objectives, the improvement of the quality of life of all South Africans and strengthening the country's international competitiveness through enhanced innovation. For more information on NACI, please visit: www.naci.org. The CEO: NACI will lead a professional secretariat composed of senior policy experts.

POST 23/46

: **CHIEF EXECUTIVE OFFICER: NATIONAL ADVISORY COUNCIL ON INNOVATION**

SALARY
CENTRE
REQUIREMENTS

: R1 521 591 - R1 714 074 per annum (All-inclusive remuneration package)
: Pretoria
: A SAQA recognised undergraduate qualification and a post graduate qualification (NQF 8). A PhD in the natural science will be an added advantage. At least eight to ten years' working experience at senior management level in a science, technology and innovation environment. In-depth knowledge and understanding of the national system of innovation, corporate governance systems, policy analysis and implementation, the Public Finance Management Act, Public Service regulations. Skills requirements: Strategic capability and leadership, financial management, change management, programme and project management, stakeholder management, people management and empowerment, knowledge management, Customer orientation and service, Problem solving skills, Policy development and interpretation, In depth influential skills, negotiation and conflict management skills. Communications (written, presentation and verbal) and computer skills. Ability to work under pressure, independently and lead cross-functional team. Ability to build and maintain multiple stakeholder relations.

DUTIES

: Provide leadership on the effective management and implementation of short and long-term plans and decisions of NACI Executive Committee (EXCO) and Council. Provide strategic leadership and oversee operational management of the NACI Secretariat. Provide leadership and management of Secretariat projects. Ensure proper coordination and integration of programmes and projects across the NACI Secretariat. Ensure the profiling and branding of NACI and facilitate implementation of the Council Charter.-Management of interfaces with the Ministry and the Department of Science and Innovation, as well as other public and private sector entities in the National System of Innovation. Strategic Management including people management, empowerment and financial management of the allocated budget.

ENQUIRIES
APPLICATIONS

: Ms Duduzile Magampa, Tel.No: (012) 843 6704
: Applications must be emailed to Recruit4@dst.gov.za

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 9 July 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be download online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 23/47** : **ASD: HUMAN RESOURCE ADMINISTRATION REF NO: ASD: HRA**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma or B Degree qualification (NQF level 6 / 7) in Human Resource Management or Development / Public Administration or related. Minimum of 3 years' supervisory experience in human resource administration, recruitment, and selection. Broad knowledge and understanding of the functional area's conditions of service, recruitment, and selection. Good communication (written and verbal) and people skills. Sound analytical skills and the ability to plan and organise within a stressful environment. Ability to be creative and innovative and solve problems independently. Ability to implement using project management principles. Computer literacy (MS Packages) and Persal (Introduction, Leave, Personnel, and Establishment courses) skills.
- DUTIES** : Facilitate and monitor the implementation of and compliance to human resource prescripts (Basic Conditions of Employment Act, Public Service Act and Regulations, Labour Relations Act). Conduct awareness workshops and implement HR resolutions. Policy and process development which includes input into the development of HR Administration related policies and development of strategies, tools and mechanisms for the management and monitoring during implementation of HR Administration processes. Implement HR Administration processes which includes recruitment and selection, appointments, transfers, promotions, terminations, employee service benefits, leave administration, health risk management and PILIR. Communicate with stakeholders, clients, management, and colleagues which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, inputs into financial statements and key personnel reports, etc. Supervise employees which entails general supervision, control, providing advice and direction, formal disciplinary and training and development.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: ASD: HRA"
- POST 23/48** : **EXECUTIVE ASSISTANT TO THE DG REF NO: EA ODG**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) in Office Practice / Public Management / Public Administration or related. Minimum of 5 years' experience in office management secretarial or administrative environment of which at least 3 years must be providing support at an executive level. Broad knowledge and understanding of the functional areas of the DSBD with excellent communication skills, good people skills and the ability to act with tact and discretion. Sound organising skills and the ability to research and analyse documents and situations. High level of reliability, self-management, and motivation. Advanced office management skills and sound financial administration. Advanced computer literacy skills (MS Packages).
- DUTIES** : Manage receptionist services to the DG which includes access management, document and information flow and security (safeguarding of information). Provide secretarial and administrative support services to the DG which includes diary and travel management and administration. Develop document monitoring and tracking system which includes scrutinizing documents against prescribed requirements and to determine actions and information required as well as providing briefing notes to the DG. Draft reports, memos, submissions, letters and coordinate inputs and updates on documents and action plans. Provide secretariat services as requested by the DG which includes determining action or information required prior to meetings (briefing notes), collecting, and compiling the necessary documents, recording decisions, communicating with relevant role players, logistical arrangement and registration documentation. Liaise with internal and external role players and remain up to date about legislative requirements and prescripts. Supervise employees which entails general supervision, control, providing advice and direction, formal disciplinary and training and development.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: EA ODG"

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

NOTE : Applications submitted in hard copy must be accompanied by a signed form Z83 (as amended November 2020), obtainable from any Public Service Department or on the internet at www.gov.za/documents. the dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The successful candidate will need to provide proof of completion of the Senior Management Pre-entry certificate programme obtained from 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/>. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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 dtic reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 23/49 : **DIRECTOR-GENERAL REF NO: ODG-001**

SALARY : R1 978 533 - R2 228 820 per annum (Level 16) and is subject to the prescripts, (The all-inclusive remuneration package ranges)

CENTRE : Pretoria

REQUIREMENTS : 8 years of relevant experience at senior management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.

DUTIES : Provide strategic leadership, management and support services to the department in support of the dtic's goals in: Designing and implementing policies, strategies and programmes for the development of manufacturing, green-economy, productive services and related economic sectors, contributing to the direct and indirect creation of decent jobs, value addition and competitiveness, in both domestic and export markets. Stimulating and facilitating the development of sustainable and competitive enterprises, through the efficient provision of effective and accessible incentive measures that support national priorities. Increasing export capacity and supporting direct investment flows, through targeted strategies, and an effectively managed network of foreign trade and investment offices. Strengthening efforts to develop an equitable global trading system that facilitates development by strengthening trade and investment links with key economies and fostering African development, including regional and continental integration and development co-operation. Developing and implementing coherent, predictable and transparent regulatory solutions that facilitate easy access to redress and efficient regulation for economic participants; and building an ethical and agile state able to effectively carry out public policies. Driving economic transformation and increased participation in industrialisation. Supporting foreign direct investment flows and promoting domestic investment by providing a one-stop shop for investment promotion, investor facilitation and aftercare support for investors. Developing and rolling out policy interventions that promote competition issues, through effective economic planning, spatial implementation and aligned investment and development policy tools.

ENQUIRIES : For enquiries regarding applications, contact the Recruitment Office, Tel. No: (012) 394-1310

APPLICATIONS : For the Director-General post only should be sent to dgreruitment@thedtic.gov.za.

NOTE : Overview: We invite suitable candidates to apply for the position of Director General of the Department of Trade, Industry and Competition (the dtic). the dtic is responsible for implementing a range of government policies, working with investors, entrepreneurs and labour as well as with foreign governments. The Director-General as the

Accounting Officer will join a leadership team responsible for implementing an integrated approach across the dtic and reporting entities to drive industrialisation that supports economic recovery and growth; implementation of sector partnerships through industry Master Plans; localisation initiatives across the economy; green industrial interventions, beneficiation; export promotion and transformation of the economy. The work of the dtic is driven through 10 branch programmes, 17 entities and 45 pieces of legislation, covering a substantial part of South Africa's economic policy landscape. As Director-General, you will also participate in the work of the Forum of South African Directors-General and various Government clusters.

- CLOSING DATE** : 19 July 2021
- POST 23/50** : **DIRECTOR: LEGAL SERVICES REF NO: CMSB/LEGAL 040**
 Overview: To manage and provide quality, effective and efficient legal services for the dtic and its agencies.
- SALARY** : R1 057,326. per annum,(Level 13) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Law and admitted as an attorney or Advocate of the Bar Council. 5 years' relevant experience at a middle/senior managerial level in a legal environment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. Proof of enrolment will be required upon shortlisting. Key Requirements: Certificate and experience in legislative drafting. Experience in legal opinions, litigation and contract management. Legislative drafting working knowledge of civil litigation, criminal procedure and practice, court rule. Experience in Legal Administration. Experience in financial management, stakeholder management, people management and empowerment. Knowledge and understanding of criminal procedure and practices. Strategic capability and leadership. Communication skills (Verbal and written), presentation skills, negotiation skills, planning and organising skills.
- DUTIES** : Legislative Drafting: Develop annual legislation programmes. Conduct research on applicable legislative provisions. Manage and advise on the impact of external legislation on the operations of the dtic. Piloting legislation through the parliamentary legislative process from inception until enactment. Render an oversight role and provide legal support in this regard. Ensure legal certainty of a bill and/or amendment bill. Render assistance regarding the drafting of Principal and/or Subordinate Legislation. Legal Opinions: Draft the legal Opinions based on research conducted. Oversee research conducted on the legal principle. Liaise and consult with Counsel and service provider of outsourced legal opinions and the implementation of the Opinion. Manage and provide advice on Opinions concluded on contractual matters and/or as they relate to Contract Management and statutory matters. Oversee the drafting of Legal correspondence. Provide advice on PAJA and PAIA requests and opinion on internal appeals in terms of PAIA and PAJA. Litigation: Manage Litigation on behalf of the department and against the department. Provide advice on litigation matters and court judgement. Manage the Institution and/or defending of all domestic and international court litigation. Conduct research on the applicable legal contractual and/or legislative provisions. Manage the implementation of court orders and recovery of costs awarded in favour of the dtic. Contract Management: Manage the drafting of Contract and Memorandum of Understanding. Conduct research on the applicable contractual and /or legislative provisions. Oversee the contract and verify consistency between instruction and content of the contract. Manage the impact of external Legislation on the operations of the dtic. Liaise with stakeholders on legal matters. Legal administration and management of unit: Draft and/or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions. Ensure that the briefings are prepared and court orders are implemented effectively. Manage financial resource and assets of the unit. Manage the strategic planning of the unit and execution of the operational plan.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835
- APPLICATIONS** : Applications can a be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or e-mailed to dgreruitment@thedtic.gov.za
- NOTE** : Applications can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go

CLOSING DATE

to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit online application.
: 09 July 2021

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 9 July 2021
- NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format). The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

- POST 23/51** : **PROJECT MANAGER: WATER SERVICES REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 090721/01**
Branch: Chief Operations Office: Eastern Cape
- SALARY** : R1 057 326 per annum (Level 13) (All-Inclusive Salary Package)
- CENTRE** : King Williams Town
- REQUIREMENTS** : A Degree in Civil Engineering (NQF 7) or equivalent. Five (5) years middle/senior managerial experience. At least 10 years Programme and Project management experience within the Water Sector environment with specific reference to the infrastructure development of bulk water and sanitation projects for domestic supply. A valid driver's license (Attach a copy). A pre-entry certificate obtained from the National School of Government is required prior to the appointment (*Refer to SMS note above). Registration as a Professional Engineer /Technologist with Engineering Council of South Africa (ECSA) will be an added advantage. Knowledge and understanding of process facilitation or stakeholder engagement. Must appreciate the value of collaborative decision making e.g. drawing agreements. Understand how government functions. Knowledge networking. Understanding of e-collaboration and networking with sound written and verbal communication skills. Strategic capacity and leadership. Programme and project management. Financial management. People Management and Empowerment Knowledge Management. Change management.
- DUTIES** : Develop policies on Regional Bulk Water Infrastructure Programme for the component. Ensure that policies bulk infrastructure programme is aligned to strategic plan. Ensure that plan is available for Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly. Water Bulk Infrastructure Programme implemented. Policies are developed and implemented. Monthly reports

compiled. Facilitate and support implementation of Regional Bulk Infrastructure Programme for the Region. Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Needs of business sectors catered for on Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly reports. Bulk infrastructure programme implemented in the Region. Business sector needs analysed for proper implementation. Integrated water polices implemented promote partnerships between government, public entities, private sector and civil society in order to meet WS targets. Support development of provincial sector plans and their alignment to bulk Infrastructure Programme. Regional bulk infrastructure programme implemented in the regions. Various Water sectors consulted on water issues. Needs business sectors consulted on Water Bulk Infrastructure programme. Implement Water policies for regional bulk supply of water. Compile monthly reports. Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Needs analysis of Regional bulk infrastructure programme implemented in the regions. Various Water Sectors consulted on water issues. Promote partnerships between government, public entities, private sector and Civil Society regarding Bulk Infrastructure Programme in the Region. Ensure that Water Supply is available for all business sectors. Avail raw water supply for all municipalities. Ensure that all other Water key stakeholders are communicated with regarding water issues. Various key stakeholders consulted on water issues. Assure that Water Supply Regional Infrastructure Programme is budgeted for on Medium Term Expenditure Frame Work. Compile budget for building Water Regional Infrastructure programme. Do monthly reporting. Do early warning systems. Ensure that budgeted funds are used properly MTEF Budget compiled for the region. Ensure that Monitoring and Evaluation for Bulk Infrastructure Programme is conducted properly in the Regions. Compile reports on monitoring and evaluation. Ensure that projects of projects of Water Bulk supply carried out as planned. Ensure that plan is available for Water Bulk Infrastructure Programme are utilized as in accordance with a plan. Implement Water policies for regional bulk supply of water. Compile monthly reports. Polices on regional bulk infrastructure programme are implemented. Monitoring and Evaluation implemented on Bulk Infrastructure programmes.

ENQUIRIES : Ms P Makhanya Tel No: (043) 604 5401
APPLICATIONS : King Williams Town: Please email your application quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

OTHER POSTS

POST 23/52 : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 090721/02**
 Branch: NWRI Southern Operations

SALARY : R718 059 – R1 090 458 per annum (All-Inclusive Osd Salary Package) (Offer Will Be Based on Proven Years of Experience)

CENTRE : Port Elizabeth
REQUIREMENTS : An Engineering degree (B Eng. / BSC (Eng.) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer. (Attach a copy) Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering Economics, Project Management, Water resources system operation, Environmental management, General Conditions of Contract for Construction Works, the National Water Act and the Public Finance Management Act.

DUTIES : Condition assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as Client's Agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate Technical Support Services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure to stake holders. Mentoring of graduates and technicians.

ENQUIRIES : Mr. G Daniell Tel No: (041) 508 9706

APPLICATIONS : Port Elizabeth: Please email your application quoting the relevant reference number to SORecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma

POST 23/53 : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 090721/04**
Branch: Chief Operations Office: Free State: Water Sector Support

SALARY : R470 040 per annum (Level 10)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Social Science. Three (3) to five (5) years' experience in the water sector. A valid license (Attach a copy). Knowledge and understanding of policies and guidelines governing the water sector. Knowledge and understanding of local government. People management and financial management skills. Knowledge of PFMA. Project management, presentation and facilitation skills. Good communication skills (verbal and written). Diversity management. Strategic capability and leadership. Computer literacy.

DUTIES : The provision of support to the development and implementation of water services delivery programmes. Strategic alignment. Arranging various forums to give inputs in policy formulation. Ensure retain strategies are developed. Determine skills development priorities. Analysis of the skills demand and trends, and supply issues within the sector. Identify a set of water and sanitation sector specific objectives and goals to meet water needs, economic or industrial sector growth strategies and address scarce and critical skills in the sector. Development of Education and Training Implementation framework with clear targets. Promote Water Advocacy programmes. Financial management and formulae for grant funding. Formalize and strengthen existing mechanism and processes for capacity building. Investigate the feasibility of various investments models and make recommendations. Ensure the sector skills plans resonate with the strategic objectives and actions of the MWRS 2 Water Sector Capacity building plans. Promote sector intelligence depending on institutional mandates. Contributing to the identification of needs for capacity-building actions through the needs collection analysis. Agreements with sector partners and define the mandates and roles of each partners. Strategies for improved communication and links between regulations and monitoring, institutional support and skills development. Promote integrated Governance for the Water and Sanitation Sector. Support initiatives to professionalize the water sector training and skills development. Coordinate meeting and steering groups / forums project activity for reporting purposes. Create an integrated approach to education, training and public awareness. Network with internal and external stakeholders in the Water and Sanitation sector. Develop monitoring and evaluation systems for all water and sanitation projects. Establish monitoring the programme indicators (result indicators, output indicators at programme level, performance review information. Contribute to the implementation of the programme evaluation plan. Monitoring and reviewing progress in the implementation of capacity building activities, including design of evaluation frameworks.

ENQUIRIES : Ms. P Sobuwa Tel No: (051) 405 2246
APPLICATIONS : Free State (Bloemfontein): Please email your application quoting the relevant reference number to FSRecruitment@dws.gov.za

FOR ATTENTION : Ms. L. Wymers.

POST 23/54 : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: 090721/05**
Branch: Chief Operations Office Western Cape

SALARY : R446 202 per annum (OSD)
CENTRE : Bellville
REQUIREMENTS : A National Diploma in Science or relevant qualification preferably in the fields of Geotechnology. Compulsory registration with SACNASP as a certificated Natural Scientist. Six (6) years post qualification experience. A valid driver's license (attach a copy). Programme and project management. Scientific methodologies. Research and development. Computer aided scientific applications. Knowledge and legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organizing. Conflict management. Change management. Problem solving and analysis.

DUTIES : Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities groundwater data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Preparation of data and routine interpretation. Groundwater database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical customize operational procedures. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the PMDS of staff.

ENQUIRIES APPLICATIONS : Mr B Zenzile Tel No: (021) 941 6219
: Western Cape (Bellville): Please email your application quoting the reference number to WCRrecruitment@dws.gov.za
FOR ATTENTION : Ms K Melelo.

POST 23/55 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 090721/06**
Branch: NWRI Head Office

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 9)
: Pretoria Head Office
: A National Diploma or Degree in Public Administration or relevant qualification. A minimum of three (3) year functional experience in functional experience in financial administration with two (2) years being in a supervisory level. Experience of working in an Engineering environment would be beneficial. Knowledge of the Public finance management Act, Treasury Regulations and guidelines, PMDS, administration procedures required. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (BAS, PERSAL, LOGIS, SAP) is recommended. An understanding of supply chain management policies and procedures. Computer literacy. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated responsible and reliable.

DUTIES : providing advice and support to management regarding to SCM, ICT, Finance, HR and Administration. Responsible for implementation and compilation of the sections operational plans. Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Co-ordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of paying transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Implement internal control measures and attend to the relevant internal and external queries including audit queries. Assist with reports on unauthorized, irregular fruitless and wasteful expenditure. Provide budget and financial support to management.

ENQUIRIES APPLICATIONS : Mr. V Monene, Tel No: (012) 336 7842
: Head Office (Pretoria): Please email your application quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabile

POST 23/56 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 090721/16**
Branch: Chief Operations Office: Limpopo

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 9)
: Polokwane
: A Degree in Financial Management / Financial Accounting at NQF 7. Three (3) to Five (5) years' experience in financial administration and supervisory. A valid driver's license (Attach a copy)). Knowledge of Treasury Regulations and guidelines, Public Finance Management Act (PFMA). Compilation of budget and budget control. Knowledge of Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. People and Diversity management. Good communication

skills (written and verbal). Knowledge of BAS and PERSAL. Knowledge of the budgeting process in Government is strongly recommended. Computer literacy. Knowledge of cash accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES : Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments with budget constraints. Consolidate general ledger reconciliations. Prepare the Quarterly and Annual Financial statements.

ENQUIRIES : Mr M Ramaphakela Tel No: (015) 290 1206

APPLICATIONS : Limpopo (Polokwane): Please email your applications quoting the relevant reference number: LPrecruitment@dws.gov.za

POST 23/57 : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 090721/07**

Branch: Corporate Support Services: CD: Legal Services

SALARY : R373 389 per annum (OSD)

CENTRE : Pretoria Head Office

REQUIREMENTS : An LLB Degree or equivalent NQF 7 legal qualification. At least eight (8) years' appropriate post qualification legal experience. Ability to draft 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. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act.

DUTIES : Liaise with the members of the Water Tribunal / Mediation and the parties to any dispute in any matter before the Water Tribunal. Ensure that documents before the Water Tribunal are in compliance with the applicable rules and procedures. Keep records of decisions made by Water Tribunal. Ensure that administration support to the Water Tribunal is carried out efficiently and effectively. Ascertain the appeals that are lodged with Water Tribunal / Mediation comply with the National Water Act and Water Tribunal / Mediation rules.

ENQUIRIES : Ms M Khuduga, Tel No: (012) 336 7835

APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 23/58 : **SENIOR STATE ACCOUNTANT REF NO: 090721/08**

Branch: finance main (management accounting) div: expenditure control and monitoring

SALARY : R316 791 per annum (Level 8)

CENTRE : Pretoria Head Office

REQUIREMENTS : A National Diploma or Degree in Financial Accounting/Financial Management/Management Accounting. Two (2) to three (3) years' experience in financial management (Budgeting and expenditure management, monitoring and reporting (IYM), DoRA and general ledger). Working knowledge of financial management related legislation i.e. Public Finance Management Act 1999 (Act 1 of 1999) (PFMA), Treasury Regulations and DoRA. Knowledge and experience in administrative and clerical procedures and systems. Excellent interpersonal skills and the ability interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Basic knowledge of financial management. Sound understanding of accounting principles (GRAP Standards). Advanced computer literacy (MS Office: Excel and Word). Ability to analyse information and work with figures (Data Analysis). Knowledge of Budget process in Government. Knowledge of In-Year monitoring (IYM). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) and budgeting process.

DUTIES : Assist the Assistant Director in populating credible and reliable inputs into monthly and quarterly Interim Financial Statements (IFS) and Annual Financial Statements (AFS) i.r.o Final Appropriation Statement, Notes to the Appropriation Statement and relevant Annexures as prescribed by departmental internal circular and National Treasury Instruction Note. Check, analyse and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Compile monthly expenditure projections, in particular experience with the IYM tool. Assist the Assistant Director with the preparation of the early warning report as prescribed by National Treasury. Apply management accounting techniques to analyse, project and report on expenses. Verify

and capture journals on BAS. Assist in drawing BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/ grants for the entire Department. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental Standard Chart of Account (SCOA). Detect and correct incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES APPLICATIONS : Mr. ML Mukwevho, Tel No: (012) 336 8720
 : Head Office (Pretoria): Please email your application quoting the relevant reference number to recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

POST 23/59 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 090721/09 (X 2 POSTS)**

Branch: Chief Operations Office Western Cape, Div: Water Quality

SALARY : R272 739 – R473 574 per annum (OSD) (Offer Will Be Based on Proven Years of Experience)

CENTRE REQUIREMENTS : Bellville
 : A National Diploma in Environmental Management or Natural Sciences. One year working experience, including internship or experiential learning will be an added advantage. A valid driver's license (copy must be attached). An understanding and knowledge of water quality management and the principles of IWRM. Knowledge of the National Water Act and other Departmental policies, strategies and regulations. Good communication (written and verbal), report writing, project management skills. Willingness to travel extensively and work irregular hours.

DUTIES : Processing of water use license applications. Provide comments on EIA's, environmental program reports and rezoning applications. Support catchment management forums. Liaise with stakeholders in the water sector and other Government departments. Conduct regular site visits at industries, wineries and local authorities, etc. Water quality monitoring and the investigation of pollution incidents.

ENQUIRIES APPLICATIONS : Ms N Ndobeni Tel No: (021) 941 6175
 : Western Cape (Bellville): Please email your application quoting the reference number to WCRecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

POST 23/60 : **CHIEF ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: 090721/10**

Branch: Chief Operations Office: Western Cape, Div: Revenue Management

SALARY : R257 508 per annum (Level 7)

CENTRE REQUIREMENTS : Bellville
 : A Senior / Grade 12 certificate with Accounting as a passed subject or equivalent qualification with Accounting as a passed subject. Three (3) to five (5) years' experience in Revenue Management. Practical experience and understanding of SAP. A valid driver's license (A copy must be attached). Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice (GRAP). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Detailed understanding of billing procedures. Knowledge of departmental policies and procedures. Knowledge of any Enterprise resource planning (ERP) system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus.

DUTIES : Implement billing adjustment on SAP. Attend all missing customer data environment reports. Monthly reports on customer reconciliation and adjustment. Coordinate and control the various internal functions related to billing activities to ensure timely and proper collection of all income due. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Perform human

resources and administrative activities relating to the Revenue Division. Supervision of staff.

ENQUIRIES APPLICATIONS : Ms. B Koli Tel No: (021) 941 6336

FOR ATTENTION : Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

POST 23/61 : Ms. K Melelo

POST 23/61 : **SUPPLY CHAIN CLERK (SUPERVISOR) ASSET MANAGEMENT REF NO: 090721/11**
Branch: Chief Operations Office North West

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 7)
: Mmabatho
: A Senior / Grade 12 certificate. Three (3) to five (5) years relevant SCM at production level (Salary Level 5). A valid driver's license (Attach a copy). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.) People and Diversity Management. Client Orientation and Customer Focus.

DUTIES : Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures. Provide training to the internal clients regarding SCM processes and procedures including Demand Management Plan. Compile, coordinate and consolidate demand plan for the regional office. Review specifications for transactions to be procured. Perform need analyses, market research and benchmarking. Identify acquisition method to be used for all transaction required. Ensure compliance to demand plan before procuring goods and services. Provide progress report on demand plan. Attend to enquiries regarding SCM matter. Release purchase orders or purchase requisitions on LOGIS system. Administer contract management. Check purchase requisitions for correctness, completeness and sign the requisition documents. Compile audit reports. Check documentation for correctness and sign order documents. Conduct quarterly and bi-annual reviews for subordinates and submit them within the provided timelines.

ENQUIRIES APPLICATIONS : Mr. L Cwaba, Tel No. (018) 011 3711

FOR ATTENTION : Mmabatho: Please email your application quoting the relevant reference number to the subject line NWRrecruitment@dws.gov.za
Mr MJ Ntwe.

POST 23/62 : **ACCOUNTING CLERK REF NO: 090721/12 (X2 POSTS)**
Branch: Chief Operations Office – Mpumalanga

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 5)
: Mbombela
: A Senior / Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.) People and Diversity Management. Client Orientation and Customer Focus.

DUTIES : Capture information into BAS and LOGIS system. Check all invoices received for correctness. Record all invoices entered into a system. Update Registers and ensure proper filing of all documents (Commitments and Payments). Liaise with Internal and External clients. Prepare payments for processing. Capture all financial transactions. Taking and typing of minutes for the unit.

ENQUIRIES : Mr Mthethwa B Tel No: (013) 759 7405 Ms Mkhwanazi FM, Tel No: (013) 759 7515 / Ms Ngwamba PC, Tel No: (013) 759 7446 / Mr Nkosi SG, Tel No: (013) 759 7335

APPLICATIONS : Mbombela Please email your application quoting the relevant reference number to MPRecruitFIN@dws.gov.za

FOR ATTENTION : Ms. Mkhwanazi FM.

POST 23/63 : **ASSISTANT TECHNICAL OFFICER REF NO: 090721/13**
Branch: Planning and Information, SD Resource Quality Information

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 5)
: Roodeplaar (Pretoria)
: A Senior / Grade 12 Certificate with Mathematics / Mathematical Literacy. Computer literacy. Basic knowledge in handling laboratory equipment and laboratory safety.

Good communication skills (both verbal and written). Good interpersonal, planning and executing skills. Be able to perform administrative duties. Proven knowledge of MS Office. Proven Advance knowledge of MS Excel would be an advantage. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good communication skills both (verbal and written). Telephone etiquette. Willingness to acquire new skills.

DUTIES : The receptionist of water quality samples, data capture on the water quality database, the preparation and supply of sampling materials and the maintenance of accreditation and safety in the sample reception laboratory.

ENQUIRIES APPLICATIONS : Ms. MG Gafane Cell No 0605713362

FOR ATTENTION : Roodeplaas (Pretoria): Please email your application quoting the relevant reference number to Recruitment@dws.gov.za
Ms. L Mabole

POST 23/64 : **GENERAL WORKER REF NO: 090721/14 (X2 POSTS)**
Branch: NWRI Southern Operations

SALARY : R102 534 per annum (Level 2)

CENTRE : Breede / Gouritz

REQUIREMENTS : An ABET certificate. Able to read and write. One (1) to two (2) years' experience / knowledge of general work conducted in the civil construction environment. Experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work projects. Basic knowledge of chemical use (dilution/mix) and chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work around rivers, dams and canals. Must be able to work away from the office for long periods and stay at camping sites for extended periods.

DUTIES : Repair tools and structures such as buildings, fences and benches using hand and power tools. Site preparation which includes site demolition and clearing of structures and buildings. Excavation using spades and picks. Correctly assemble reinforcement and shuttering. Construct and maintain buildings by painting, hanging of doors and tiling. Remove all construction material from site once construction is completed. Clean site of all rubbish during and after a project. Lubricate all machinery as required. Inspection of vehicles and machinery. Cleaning of equipment, storage space and work area.

ENQUIRIES APPLICATIONS : Mr L Janse van Rensburg Cell 082 809 2035

FOR ATTENTION : Breede / Gouritz: Please email your application quoting the relevant reference number to SORecruitment2@dws.gov.za
Ms B Gqokoma

POST 23/65 : **CLEANER REF NO: 090721/15**
Branch: Planning and Information SD Analytical Services

SALARY : R102 534 per annum (Level 2)

CENTRE : Roodeplaas (Pretoria)

REQUIREMENTS : An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Cleaning experience will be an advantage.

DUTIES : Clean laboratories and laboratory equipment and remove all waste according to procedures. Clean glass and plastic ware according to procedures. Remove gas cylinders. Complete relevant forms. Request cleaning materials. Clean store rooms, kitchen, offices, corridors and boardrooms any other environment allocated for cleaning. Emptying dirty bins. Prepare boardrooms for meeting and arrange utensils and cutlery required. Wash and keep stock of utensils and refilling of drinking water. Clean rest rooms and refill hand wash liquid and toilet papers. Report broken machines and equipment.

ENQUIRIES APPLICATIONS : Ms. MG Gafane Cell No 0605713362

FOR ATTENTION : Roodeplaas (Pretoria): Please email your application quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabole

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria.
- FOR ATTENTION** : Ms K Maubane
- CLOSING DATE** : 09 July 2021
- NOTE** : Applications must be submitted on the improved Z83 form (Employment application form) which must be fully completed and compulsory to be signed and dated, accompanied by certified copies of qualifications, ID as well as a recent updated comprehensive CV with at least names of three (3) referees with current contact details in order to be considered. Certification of all qualifications and ID document must not be older than six (6) months. All qualifications will be verified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and furnish this Department with an evaluation certificate from SAQA. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidates will have to disclose their financial interests. The successful candidates will be required to enter into employment contracts and a performance agreement.

OTHER POSTS

- POST 23/66** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT**
Directorate: Supply Chain Management
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree/ Advanced Diploma in Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management/ Logistics Management OR an equivalent qualification on NQF level 7. 5 years' experience of which three (3) years should be supervisory level and one (1) year in Demand Management. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.
- DUTIES** : The successful candidate will be responsible for assisting the department in procurement planning, implementation and control. Facilitating goods and services demand for the Presidency. Establishing procurement plan for Presidency. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analyzing and review of specifications and terms of references for goods and services. Determine procurement method. Record management.
- ENQUIRIES** : Ms M Selomo, Tel No: (012) 300 5951
- POST 23/67** : **SUPPLY CHAIN OFFICER: ACQUISITION**
Directorate: Supply Chain Management
- SALARY** : R257 508 per annum (level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a three year Degree/National Diploma in Logistics/Supply Chain Management/Public Administration or Management OR equivalent qualification on NQF level 6 with a minimum of 1 year experience in Supply Chain Management environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). The

Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES

: The successful candidate will be responsible for the following key performance areas: Receive and process applications or request from help desk. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit report relating to work done to the supervisor. Attend to quires. Assist with bids and SCM Helpdesk when required.

ENQUIRIES

: Ms M Selomo, Tel No: (012) 300 5951

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

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

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

OTHER POSTS

- POST 23/68** : **ASSISTANT DIRECTOR (ACQUISITION) REF NO: PWI 21/19 (1 POST)**
Directorate Supply Chain Management
- SALARY** : R376 596. per annum (Level 9)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/Economical/ Financial services or Grade 12 with relevant experience in the Supply Chain Management field/Government Service. A relevant tertiary qualification at NQF level 7, 3 years related supply chain experience at supervisory level. Valid driver's license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and willingness to travel and work irregular hours. Problem solving and analysis. Decision making, team work. Analytic skills. Creativity. Self – management. Customer focus responsiveness.
- DUTIES** : To coordinate, review, undertake and implement the supply chain management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies. Coordinate (synergies), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Acquisition Committee (includes obtaining approval) Compile Bid documents. Publish tender invitations. Receiving and opening tender documents. Coordinate, review and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions with regards to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standards effectively and efficiently. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Mr. K. Radebe Tel No: (051) 492 3902
- CLOSING DATE** : 09 July 2021

POST 23/69 : **ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: PWI 21/20 (2 POSTS)**
Legal Services Directorate

SALARY : R257 508. per annum (level 7) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Bachelor's Degree in Law. At least two years' appropriate experience in the legal environment. Knowledge of the Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act, Housing Act and relevant Public Service legislation and regulations. Verbal and written communication skills, leadership skills, analytical, performance management, problem solving, Batho Pele principles, and interpretation of Acts and Regulations. A valid driver's licence.

DUTIES : Attend to drafting of contracts and relevant documents, provide legal advice and opinions to the Department, attend to litigation on behalf of the Department and represent the Department on all legal matters. Provide recommendation and conclusion with legal prescripts. Participate in Inter-sectoral Committees and meetings on behalf of the Directorate. Assist with general administrative duties within the Directorate. Conduct research of policy, legislation and principles. Submit monthly and quarterly reports, provide inputs into the strategic planning of the Directorate, liaise with stakeholders. Draft and edit legal correspondence on all administrative enquire and conduct awareness on the legal interventions.

ENQUIRIES : Adv. KP Moletse Tel No: (051) 492 3813
CLOSING DATE : 09 July 2021

POST 23/70 : **SECRETARY TO DIRECTOR REF NO: PWI 21/21 (1 POST)**
Directorate: Research

SALARY : R173 703 per annum. (Level 5) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Strong in respect of Microsoft office packages which include Word, Excel, PowerPoint and outlook. Ability to work under pressure. People oriented; ability to work in a team environment. Ability to deal with sensitive information in a confidential and professional manner.

DUTIES : Provide an effective secretarial and administrative support. Serve as first point of contact for the office. Answering and screening of incoming telephone calls, as well as making calls, including the managing and updating of contact lists message management and take comprehensive message. Proactive diary management, travel arrangement for the senior manager and all the staff and the manager's office, appointments for the senior manager, arranging meetings for the Senior Manager (venues, equipment requirements, documentation, parking, refreshments, etc) and coordinating arrangements pertaining to visitors. Receiving of visitors to office and control of office environment including the provision of tea and refreshments. Completing accurate claims forms, calculating telephone and cell phone expenses, registering claims and following-up on claims. Identifying needs with regard to consumables, equipment, IT in the senior manager and ensuring that suppliers are in order. Managing the senior manager office consumable budget and reconciliation of office expenses. Provide professional document management (keep good track record of incoming and outgoing correspondence, excellent filing system, typing, including the faxing, photocopying and dispatching of general correspondence (letters, agendas, minutes, memos, reports faxes) within specified time. Organize and coordinate functions, workshops and internal and external meetings and prepare required documents. Type presentations, letters, agendas, minutes, memos, reports, faxes, edit guides and manuals.

ENQUIRIES : Mr SP Menye Tel No: (051) 492 1747
CLOSING DATE : 09 July 2021

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. people with disabilities are encouraged to apply.

- APPLICATION** : Applicants must apply online at: [www.gautengonline.gov.za/
http://professionaljobcentre.gpg.gov.za](http://www.gautengonline.gov.za/http://professionaljobcentre.gpg.gov.za)
- CLOSING DATE** : 09 July 2021
- NOTE** : 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 certified copies of all qualification(s) 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

OTHER POSTS

- POST 23/71** : **DEPUTY DIRECTOR: CRIMINAL JUSTICE SYSTEM OVERSIGHT REFS/011389**
Chief Directorate: Criminal Justice System
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum. (An all-inclusive remuneration packages)
: Johannesburg
: Matric plus Bachelor's Degree (NQF 7) in Criminal Justice. 5-7 years' relevant working experience in Criminal Justice System Environment with 3 years' experience in junior management experience. No criminal record or any cases pending against you. A valid code 08/10 drivers' licence. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Reporting procedures. Information systems. Delegation of authority pertaining to the department of Community Safety. SAPS Act, regulations & amendments. SA Constitution. Gauteng Safety Strategy. Complaints Tracking System. Legal background. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Ccommunicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Team building. Discipline. Competences: Change management. Delegation. Planning and organizing. Initiative. Monitoring and Correcting Performance. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Knowledge Management. Service Delivery Innovation.
- DUTIES** : Participate in the development of programmes that address the APP mandate. Strengthen, promote, and harmonize relations between the community and the Criminal Justice System. Monitor implementation of recommendations emanating from oversight work. Advise the Director on issues pertaining to CJS in the province. Monitor implementation of QRS resolutions. Ensure the effective and efficient management of both human and material resources allocated to the directorate for the achievement of Departmental goals. Manage allocated financial resources of the Directorate in line with the relevant legislation.
- ENQUIRIES** : Ms. Makgopa Evelyn Tel No: (011) 689 3845/3726/3941

POST 23/72 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES**
REFS/011391
Directorate: Human Resource Management

SALARY : R733 257. per annum. (An all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma (NQF6)/ Bachelor's Degree (NQF7) in Human Resources Management/ Psychology/ Human Resource Development/ Management of Training or any other equivalent qualification in the Human Resource Management / Employee Health and Wellness field. 5-7 years' experience in Employee Health and Wellness environment with 3 years' experience in junior management. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Knowledge of GPG and Public service policies. Procedures and all regulatory frameworks. Understanding of Community Safety strategies. Knowledge of labour legislation: LRA, SDA, BCEA, EEA, OHSA. In-depth knowledge of Government's policies regarding Employee Health and Wellness Programmes. Understanding of the National Strategic Plan on HIV/AIDS/TB and STI. Analytical, negotiation, communication, and record management skills. Resources management skills. Driving. Counselling.

DUTIES : Provide strategic guidance and direction in the implementation and promotion of integrated Employee Health and Wellness programmes, policies, standards, and interventions. Manage and implement the EHWP pillars as outlined in the Strategic Framework. Align documents to produce operational plans aligned to the EHWP strategy and the annual performance plan. Develop, manage, monitor, and evaluate the implementation of the Employee Health and Wellness Programme, interventions, and operational plans. Develop implementation plans. Measure implementation plan deliverables against operational plans. Report on progress, deviations, and corrective measures to different accounting bodies. Manage human and financial resources in line with Departmental policies, Public Services guidelines, policies, and other available regulatory frameworks. Liaise and coordinate with internal and external stakeholders on various aspects of work, programmes, and interventions. Oversee the implementation, monitoring and evaluation of Employee Health and Wellness Programmes (EHWP) and work done by the sub-directorate. Provide technical support and advice to line managers on employee wellbeing issues. Manage, coordinate, and ensure the implementation of capacity building activities for staff members and wellness champions.

ENQUIRIES : Ms Makgopa Evelyn Tel No: (011) 689 3845/3726/3941

GAUTENG HEALTH

POST 23/73 : **HEAD CLINICAL DEPARTMENT REF NO: SMUPOM01/2021**
Directorate: Periodontology and Oral Medicine

SALARY : R2 161 416 - R2 508 414 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : BChD/BDS as well as a MChD/MDent degree in Periodontology and Oral Medicine. Current registration with the Health Professionals Council of South Africa as a specialist with a minimum of three (3) years' experience in the following: Undergraduate teaching and training, postgraduate teaching and training including postgraduate research supervision. Proven work experience in teaching and training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. Working experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level. Experience in Research including publications at least has published 5 articles in Peer Review DHET Accredited Journals. Presentation of Papers /Abstracts at Conferences. At least presented 2 papers international/Local Conferences A proven record of managerial experience and research activity. A good professional standing amongst peers in the field with unquestionable moral and ethical professional behaviour.

DUTIES : The incumbent will be responsible for the management of the Department of Periodontology and Oral Medicine as well as other functions which include, inter alia, the undergraduate and postgraduate teaching programmes, monitoring of services rendered to the hospital patients in this discipline and stimulation and expansion of research in the Department and the School through collaboration.

ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4800

APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, SANC Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.

CLOSING DATE : 09 July 2021

POST 23/74 : **HEAD CLINICAL UNIT GRADE 1 REFNO: SMUHCUID/02/21**
: Directorate: Integrated Clinical Dentistry

SALARY CENTRE REQUIREMENTS : R1 728 807 – R1 834 890 per annum (all inclusive)
: SMU Oral Health Centre
: BChD/BDS Degree plus MChP/MDent degree in Prosthodontics. Current registration with HPCSA, as a Specialist with MDent degree in Prosthodontics and a minimum of 3 years' appropriate experience as Dental Specialist in Prosthodontics after registration with the HPCSA. Proven work experience in teaching and training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. Working experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level. Experience in Research including publications at least has published 5 articles in Peer Review DHET Accredited Journals. Presentation of Papers /Abstracts at Conferences. At least presented 2 papers international/Local Conferences

DUTIES : Co-coordinating, managing, monitoring and participating in the teaching of Integrated Clinical Dentistry for final year students. Management and Administration within the school of Oral Health Sciences and SMU Oral Health Centre. Patient management. Research.

ENQUIRIES APPLICATIONS : Prof SJH Hendricks Tel No: (012) 521 4801
: Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 09 July 2021

POST 23/75 : **DENTAL SPECIALIST GRADE 1 REF NO: SMUDS/01/21**
: Directorate: Orthodontics

SALARY CENTRE REQUIREMENT : R1 106 040 – R1 173 900 per annum (All-inclusive package)
: SMU Oral Health Centre
: Appropriate qualification that allows registration with the HPCSA as Dental specialist. The candidate must be in possession of an MDent (Ortho) degree and be registered with the HPCSA as a specialist in Orthodontics for at least 1 to 5 years. The candidate should have experience in undergraduate and postgraduate teaching and training as well as in the management of orthodontic academic, clinical and administrative activities. Research experience & publications, Presentation of Papers/Abstracts at

- Conferences as well as experience in Online/Blackboard learning will be added benefits.
- DUTIES** : The successful candidate will perform service rendering pertaining to the specialty of Orthodontics at the Centre and in satellite centers serviced by the department. The successful candidate will be involved in undergraduate and postgraduate teaching, training and will participate in the development and management of the Orthodontic Curricula. The successful candidate will also be expected to initiate and participate in research activities of the Department. The candidate must have an idea of and be prepared to develop himself/herself as an academic and administrator. Additional departmental and school duties will be assigned to the candidate at the HoD's discretion and where required, to serve as Acting HOD
- ENQUIRIES APPLICATIONS** : Prof MPS Sethusa Tel No: (012) 521 4853
- Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001.
- FOR ATTENTION NOTE** : Ms Pretty Rangoato
- Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.
- CLOSING DATE** : 09 July 2021
- POST 23/76** : **DENTAL SPECIALIST/ LECTURER/SENIOR LECTURER GRADE 1-3 REF NO: UPOHC/MFOS/15/2021**
Directorate: Maxillofacial and Oral Surgery
- SALARY CENTRE REQUIREMENTS** : R1 106 040 – R1 807 776. per annum (All- inclusive package)
University of Pretoria Oral Health Centre
A MChD or MDent in Maxillofacial and Oral Surgery. Registered with the HPCSA as a Dental Specialist in Maxillofacial and Oral Surgery. A proven interest and exposure in head and neck oncology. Recommendations: Experience in teaching and training of undergraduate and postgraduate in Maxillofacial and Oral Surgery. Experience in management and administration.
- DUTIES** : Service delivery and patient care. Undergraduate and postgraduate teaching. Continued research and self-development in Maxillofacial and Oral Surgery. Exercise control over all functions and personnel under his/her supervision in conjunction with the supervisor.
- ENQUIRIES APPLICATIONS** : Prof M Mabongo. Tel No: (012) 319 2678
- Quoting the relevant reference number. Direct applications must be delivered to Ms. KT Rangata, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. KT Rangata PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and New Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 09 July 2021
- POST 23/77** : **MEDICAL SPECIALIST GRADE 1- REF NO: REFS/010074 (X3 POSTS)**
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R1,106 040 – R1,173 900 per annum (All-inclusive package) -
Tara the H. Moross Centre, Sandton
Appropriate qualification in psychiatry (FC Psych (SA). MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current

registration with the HPCSA as a specialist psychiatrist. Candidates with proof that the relevant documents have been submitted will be considered for shortlisting. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to mental health care users. Adequate interpersonal skills as well as professional and ethical conduct at all times. Computer literacy. A valid driver's license

DUTIES : Provide a direct clinical service and manage a psychiatric inpatient or outpatient unit. 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. Provide outreach services to District Health services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, if and when necessary. Administrative duties. Active participation in hospital management 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. This post is a joint appointment with the Division of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

ENQUIRIES : Dr. R Price- Hughes Tel No: (011) 535 3001
APPLICATIONS : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address

NOTE : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority

CLOSING DATE : 09 July 2021

POST 23/78 : **MEDICAL SPECIALIST: PSYCHIATRY GRADE 1/2/3 ACADEMIC LEVEL LECTURER/SENIOR LECTURER REF NO: REFS/08981 (03 POSTS)**
 Directorate: Psychiatry

SALARY : R1 106 040. per annum all inclusive. (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines.)

CENTRE : Weskoppies Hospital
EQUIREMENTS : M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist is mandatory. Relevant experience in general adult Psychiatry will be a requirement. Scientific conference participation and / or scientific article publication in an accredited journal is a requirement.

DUTIES : The post is a joint appointment Specialist Psychiatrist Post with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Science, University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal al forensic psychiatric observations and testifying in a court of law will also be included, in needed. Successful candidates will be expected to be involved in training and teaching of undergraduate, postgraduate students, medical officers and other health care workers. Doing research and supervising research are part of the duties also. Duties will also include general management and administration appropriate to the post, including involvement in hospital and university related committees. An interest to further studies in psychiatry sub-specialties and/or

relevant postgraduate/doctoral degree studies will be recommended. The incumbent is expected to become involved in outreach services as determined by the department of psychiatry.

**ENQUIRIES
APPLICATIONS**

: Dr. JM Pooe Tel No: (012) 319 9719
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

: 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE

: 09 July 2021

POST 23/79

: **PRINCIPAL PSYCHOLOGIST GRADE 1: SENIOR
LECTURER/ADJUNCT/ASSOCIATE PROFESSOR REF NO: REFS/ WKH/22/2021**
Directorate: Psychiatry

SALARY

: R1 025 316.per annum all inclusive. (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist according to OSD guidelines.)

**CENTRE
EQUIREMENTS**

: Weskoppies Hospital
: Master's degree in a Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. At least 1 conference paper presented. A minimum of 5 years' experience in Clinical Psychologist as an independent psychologist with supervisory and / or managerial experience in a Psychiatric setting. A minimum of 2 years' experience on a managerial level. Knowledge of the Mental Health Care Act and other relevant pieces of legislation, government strategic goals and policies. Evidence of academic experience with scientific journal publications and scientific conference papers delivered. Recommendations: Evidence of course/block coordination, curriculum development/innovation, good teaching evaluation, clear clinical focus area in the teaching, postgraduate teaching and research supervision, doctoral studies qualification.

DUTIES

: The post is a joint appointment Specialist Psychiatrist Post with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Science, University of Pretoria. Management of the Clinical Psychologist Unit- Overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychologist Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policies and develop strategic plans required to meet the objectives of the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that OWR's is conducted according to the official policies of the Gauteng Health Department. Training and supervision of intern psychologist and / or community service psychologist. Perform as a clinical psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of Mental health Care Users including attending academic ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research supervision, research and publications as well as community engagement.

**ENQUIRIES
APPLICATIONS**

: Dr. JM Pooe Tel No: (012) 319 9719/ Prof. FB Sokudela Tel No: (012) 319 9720
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office,

Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE

: 09 July 2021

POST 23/80

: **DENTIST GRADE 1 (DEVELOPMENTAL) REFNO: SMUD01/21**
Directorate: Prosthodontics

SALARY

: R797 109–R884 670 per annum (All Inclusive)

CENTRE

: SMU Oral Health Centre

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in Prosthodontics. This is Fulltime Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in a Prosthodontic clinical setting which will reflect an interest in Prosthodontics domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES

: During the contracted period, the incumbent will be expected to work side by side with registrars at Prosthodontics, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES

: Prof P Moipolai Tel No: (012) 521 4817

APPLICATIONS

: Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION

: Ms Pretty Rangoato

NOTE

: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.

CLOSING DATE

: 09 July 2021

POST 23/81

: **SOCIAL WORKER MANAGER REF NO: REFS/ WKH/23/2021**
Directorate: Social Work Unit

SALARY

: Grade 1: R755 598 - R850 443 per annum
Grade 2: R902 232 - R1 045 935.(package per annum all inclusive).

CENTRE

: Weskoppies Hospital

- EQUIREMENTS** : Appropriate qualification that allows registration with the South African Council for Social Service Profession (SACSSP). Registration with SACSSP as a Social Worker and proof of current registration. A minimum of 10 years of experience as a Social Worker of which 5 years must be as a Supervisor/Manager on a hospital setting and 4 years' experience in Mental Health Care services. Must be computer literate and have a valid driver's license. Knowledge of Public Service legislation, policies and procedures pertaining to Social Work. Sound Knowledge of National Health programme strategies, priorities, objectives, data elements and indicators. Extensive knowledge of Social Work processes in the different diagnostic fields. Must be able to exercise independence, function independently and seek guidance when necessary. Excellent communication skills. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and outputs are of required quality. Must be able to manage, lead a team, plot trends and make recommendations. An appropriate post graduate qualification will be ad added advantage.
- DUTIES** : Management of Social Work Department. Ensure psychosocial and crisis intervention services are provided. Mange and monitor human resource, material, financial and clinical resources. Development of operational and demand management plans and give input to provincial strategic plans. Represent the organization in the public and support the vision, objectives and goals of the organization. Serve as an advocate for patient's rights. Support teaching, training and research activities in the department and institution. Collect data and other information to evaluate service impact and ensure quality record keeping. Liaise with relevant internal and external stakeholders. Be an active team member of the Allied medical team and report to the Clinical Manager. Ensure timeous resolution of relevant complaints and serious adverse events. Conduct quarterly audits and participate in National Core Standards activities. Participate and coordinate in CPD activities within the department. Ensure compliance of the prescripts of the Public Sector and Social Work. Attended all scheduled meetings and provide relevant report. Timeous response to legislative queries. Comply with Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr. JM Pooe Tel No: (012) 319 9719
- APPLICATIONS** : Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply
- CLOSING DATE** : 09 July 2021
- POST 23/82** : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT SERVICES REF NO: WKH/24/2021**
Directorate: Administration Support
- SALARY** : R733 257 – R863 748.per annum (Level 11) (all-inclusive package)
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : National Diploma or Degree in Public Management/Public Administration/Business Management /Administration or Production Management. 5-10 years' experience in support services department of which 5 years must be experience as an Assistant Director. A valid driver's license. Computer literate (MS. Word and MS Excel). Hospital management skills and experience would be an advantage. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Public Service Act, Public Service Regulation, Occupational Health and Safety Act, Labour Relations Act, Labour Relations Act, Treasury Regulations Operations Management Framework and Production Management, Loss and Risk Management.

Knowledge of the public service systems and procedures. Knowledge of the national and provincial mandates. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and co-ordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Service delivery orientated.

DUTIES : Manage and supervise hospital corporate support services and administration support services division. Ensure formulation of programmes, project and implementation thereof. Manage Human Resources, Finance and Procurement with relevant prescripts to improve the division. Implement benchmarking to ensure improved outputs. Draft, implement and manage Service Level Agreements. Ensure that resources are in place for service delivery. Manage the budget and supervise human resource and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training of staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement Guidelines and Standard Operating Procedures (SOP) in the division. Ensure adherence to HR, Finance, SCM legislation and all policy guidelines. Compilation and updating of weekly and monthly reports. Compile the Operational Plan, Risk Register, Audit Action for management reporting and analysis. Ensure compliance with the Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.

ENQUIRIES : Mr. MA Motaung (CEO) Tel No: (012) 319 9799/9800
Ms. MP Ragolane (HR Officer) Tel No: (012) 319 9704

APPLICATIONS : Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE : 09 July 2021

POST 23/83 : **OPERATIONAL MANAGER NURSING SPECIALITY (OPERATING THEATRE) REF NO: OP01/21**
Directorate: Nursing

SALARY : R562 800 per annum

CENTRE : SMU Oral Health Centre

REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as General Nurse and Midwife. A 1-year Post Basic qualification in Operating Theatre Technique. A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least five (5) years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining one year post basic qualification in Operating Theatre Technique. Knowledge, skills and Competency Required: Knowledge of South African Nursing Council (SANC) rules and regulations, Knowledge of the Nursing Care Processes and procedures, Nursing Statures, knowledge of Public

Service policies, Act and regulations, and other relevant legal frameworks. Leadership, Organizational, Communication, Decision Making and problem-solving skills within the public sector and institutional frameworks. Interpersonal skills including public relations, negotiating, Conflict management. Financial and budgetary knowledge pertaining to relevant departmental resources. Basic computer skills Knowledge of code of conduct and Labour Relations. Knowledge of Batho Pele Principles and patients Right Charter, Ability to plan and organize own work and ensure proper nursing care.

DUTIES : Provision of Quality Nursing care through the implementation of standards, policies and procedures coupled with supervision, monitoring and mentoring of staff. Plan, organize and monitor objectives of the unit in consultation with the subordinates. Provide a therapeutic environment for staff and patients. To effectively manage and supervise the utilization of resources. Maintain professional growth/ ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Participate in Quality improvement plan and Clinical Audit. Identify develop and control Risk Management Systems within the unit. Uphold the Batho Pele and Patients Right Principles, provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Maintain accurate and complete Patients records according to legal requirements. Implementation and management of Infection Prevention and Control protocol. Manage and supervise effective utilization of all resource in your Component. Manage grievances and Labour Relations issues according to the laid down policies procedures. Participate in the performance review.

ENQUIRIES : Ms CS Mosimane Tel No: (012) 521 4909
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, SANC Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.

CLOSING DATE : 09 July 2021

POST 23/84 : **CHIEF OPTOMETRIST GRADE 1 REF NO: EHD2021/06/07**
 Directorate: Rehab Services

SALARY : R466 119 – R517 326. per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Recognised Degree in Optometry Qualification with diagnostic privileges. Proof of original registration & valid current registration with the HPCSA. A minimum of 3 years' appropriate experience after registration with HPCSA as an independent Optometrist. Valid registration with HPCSA. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a primary health care (PHC) setting. Computer literacy. Must be proactive, innovative and an independent team leader.

DUTIES : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the allocated staff to ensure smooth service delivery in community health centres (CHC's) and clinics. Develop and monitor an operational plan for optometry services. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly, and annual reports, stats, ensure proper data management, and perform the administrative duties. Establish a good working relationship with other stakeholders within the District E.g., Non-communicable Disease, Integrated School Health Programme, etc. Provide community-based services with the focus on health promotion, prevention, and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities. Implement

quality assurance policies and develop appropriate quality improvement plan for the service. Attend management and stakeholder meetings and forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms. L. Makhadi Tel No: (011) 876 1776
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/85 : **CLINICAL PROGRAMME COORDINATOR GRADE 1. REF NO: EHD2021/06/06**
Directorate: HAST

SALARY : R444 276 – R500 031 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as professional nurse. Evidence of current registration with SANC. A minimum of Seven (7) years appropriate/recognizable experience in nursing after the registration as a professional nurse with SANC in general nursing. Experience in HIV and AIDS and TB programme management. Computer literacy and valid driver license is essential. Supervisory experience, good communication, presentation, and report writing skills. Knowledge of application of Batho Pele principles. Good organization and analytical skills. Ability to work independently in a team and under pressure. Clinical skills and assessment will be an added advantage. Flexibility and good interpersonal relationship with colleagues and stakeholders.

DUTIES : Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordinating of PMTCT program within the sub-district. Implementing quality assurance to HIV, DS-TB, and DR-TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS/Tier.net and EDRweb). Community mobilization and NGO support with particular focus on key populations/condom distribution and VMMC services. Conducting quarterly reviews of performance monitoring at sub-district level. Manage human, financial, and physical resources for HAST at sub-district and prepare sources documentation for audit purposes. Report writing and presentation at sub-district level.

ENQUIRIES : Ms. S. Motloug Tel No: (011) 876 1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that

your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/86 : **OPERATIONAL MANAGER NURSING GENERAL (CASE MANAGER) REF NO: WKH/26/2021**
Re-Advertisement applicants who have applied previously are more than welcome to re-apply again.
Directorate: Nursing

SALARY : R444 276.per annum plus benefits.
CENTRE : Weskoppies Hospital
EQUIREMENTS : Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Knowledge of legal framework of National Health Act, PFMA, Medical Schemes Act, RAF, UPTS and ICD 10 coding. Must be a driven, customer focused individual excellent planning, organizing and communication skills. Computer literacy. Driver's license. A minimum of 7 years as a professional nurse. At least 2 years' experience in Psychiatric Nursing

DUTIES : Ensure that Mental Health Care Users receive high quality care in a cost-effective manner by ensuring the following: Monitoring and evaluating ICD-10 coding and DSMV medical diagnosis, work closely with billing and patient administration department in managing medical aid and private paying patients and other paying category patients. Assist with completion of charge sheet, work closely with patient administration department in managing the periodical report system on Mental Health Care Users, Monitor forensic observation cases hospitalization, manage and coordinate medical reports requested from Weskoppies Hospital, oversee management of defaulters in children, adolescent and adult psychiatry in the out patient department, sign legal admission documents (MHCA FORMS) as a head of health establishment as delegated by the CEO, do daily follow-up of MHCU's admitted in other Hospitals.

ENQUIRIES : Ms. PB Schoonwinkel Tel No: (012) 319 9877
APPLICATIONS : Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

CLOSING DATE : 09 July 2021

POST 23/87 : **CLINICAL PROGRAMME COORDINATOR GRADE1-2 REF NO: UPOHC/CPC/0016/2021**
Directorate: Nursing

SALARY : R444 276 – R500 031 per annum (Plus Benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A Degree/ Diploma in General Nursing or Basic R425 qualification in nursing that allows registration with the SANC as a Professional Nurse. Minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

- DUTIES** : Monitoring and investigate clinical risks related to the service platform. Assist with managing and recording of Patient safety incidences. Monitoring and improvement on waiting times. Planning, Coordinating and conducting patient experience of care annually and when needed. Establish, coordinate and maintain clinical programmes such as Ideal Hospital realization. Assist with operations and management of the relevant data systems. Coordinate and facilitate Quality improvement plans. Demonstrate effective communication with patient, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Provide professional and ethical support for the provision of quality patient care. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhere to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Writing of quality reports, demonstrate basic computer literacy as a support tool to enhance service delivery. Develop and implement quality assurance programmes, guidelines protocols, norms and standards. Manage and utilize resources in accordance with relevant directives and legislations
- ENQUIRIES APPLICATIONS** : Mrs GE Khumalo. Tel No: (012) 319 2644
- NOTE** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001. Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current SANC certificate and New Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 09 July 2021
- POST 23/88** : **PROFESSIONAL NURSE SPECIALTY GRADE1 OPERATING THEATRE REF NO: REFS/006548 (1X POST)**
Re-Advertisement (Those who have previously applied must re-apply)
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R383 226 – R444 276 per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Basic R425 qualification i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 4 years' appropriate/ recognised experience in Nursing after registration with SANC. Post Basic Qualification with the duration of 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty accredited with SANC, current registration with SANC (Diploma in Operational Theatre Nursing Science). Knowledge and skills: Must be willing to work shifts. Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills commitment to draw accurate data and statistical purpose. Professionalism: Loyal and confident. Ability to take charge/ lead a shift responsible.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Theatre Unit. Coordinate and monitor the implantation of nursing care plan and evaluation thereof. Knowledge of all relevant theatre policies and guidelines provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders (i.e. inter-professional, inter-sectoral and Multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures, knowledge of National Core Standards and Ideal Hospital Realization Framework. Manage and monitor proper utilization of human, financial and physical resource.
- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya, Tel No: (011) 951 6045
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration (where applicable), relevant service certificates. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 July 2021
- POST 23/89** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 ADVANCED MIDWIFERY AND NEONATAL NURSING SERVICES. REF NO: REFS/006549(1X POST)**
Re-Advertisement (Those who have previously applied must re-apply)
Directorate: Nursing
- SALARY** : R383 226 – R444 276 per annum (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital Province: Gauteng
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in Nursing). A minimum 4 years appropriate /recognizable experience after registration with SANC, or equivalent qualification that allows registration with SANC as Professional Nurse, plus Post Basic Qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology)
- DUTIES** : Provision of optimal holistic specialized nursing/ clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participate in training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decisions in matters concerning patient care. Promote quality of nursing care as directed by the Core of Standards/ Ideal hospital realization framework. Knowledge of all relevant mother and child policies, guidelines and protocol. Perform any other duties delegated by supervisor.
- ENQUIRIES** : Ms. DS Ngwenya, Tel No: (011) 951 6045
- APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, CNR Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 July 2021
- POST 23/90** : **OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: WKH/25/2021**
Directorate: Occupational Therapy
- SALARY** : R319 976.per annum plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration as Independent Practitioner)
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : Degree in Occupational Therapy. Grade 12. Registration with the Health Professional Council of South Africa as an Independent Practitioner and 2021 proof of registration. An interest in Mental Health.
- DUTIES** : Provide an Occupational Therapy service to adult Mental Health users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT Processes in Mental Health such as assessments, planning and executing treatment (individual and groups). Execute all patients related administrative tasks according to the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as planned. Participate in the de-institutionalization program. Do general

administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the Weskoppies Hospital OT department CPD program. Do supervision of OTT/OTA according to PMDS process

ENQUIRIES
APPLICATIONS

: Mrs. H Beetge Tel No: (012) 319 9783
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

: 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE

: 09 July 2021

POST 23/91

: **PROFESSIONAL NURSE (GENERAL STREAM) GRADE 1-3 REF NO: REFS/009777 (04 POSTS)**
Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

: R256,905 per annum (plus benefits)
: Tara the H. Moross Centre, Sandton
: Basic R425 qualification i.e. Diploma / Degree in Nursing, or equivalent qualification that allows registration with SANC as a Professional Nurse. A Minimum of one year's psychiatric experience in General Nursing. Good Communication skills, both verbal and written are of importance, A valid Driver' s license and Computer literacy will be considered as an added advantage.

DUTIES

: Provision of optimal, holistic knowledge of mental health care in nursing. Provide complex and advance comprehensive care to patient in a psychiatric unit in a cost effective, efficient and equitable manner. To understand the processes and other legal framework pertaining to nursing and mental Health Care Act. To act as a shift leader when required to do so. To be able to work night duty and public holidays. Ensure the implementation of the National Regulated Norms and standards and Batho-pele Principles. To participate in other structures (committees) of the Hospital outside the unit to strengthen service delivery. Maintain own professional growth and ethical standards.

ENQUIRIES

NOTE

: Mr. S. Nhleko Tel No: (011) 535 3006/7/8
: People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Applications can be hand delivered to:- Tara the H. Moross Centre/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE

: 09 July 2021

POST 23/92

: **PROFESSIONAL NURSE GRADE 1 GENERAL/SPECIALTY STREAM: PSYCHIATRY REF NO: WKH/27/2021 (X27 POSTS)**
Directorate: Nursing

SALARY
CENTRE
EQUIREMENTS

: R256 905 per annum (PN-A2) plus benefits
: R383 226 per annum (PN-B1) plus benefits.
: Weskoppies Hospital
: Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Requirements for appointment in the specialty stream: post basic qualification in the specialty area: psychiatry recognized in accordance with R212. A minimum of 4 years' experience as a professional nurse.

- DUTIES** : Provision of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization of resources. Participation in training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply
- CLOSING DATE** : 09 July 2021
- POST 23/93** : **FINANCE CLERK REF NO SMUFC/01/21**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
: SMU Oral Health Centre
: Grade 12 with Financial Accounting Diploma. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of Bas &SAP and Computer literacy (Excel and MS Word) and Valid Driver license.
- DUTIES** : Update payments register and follow up outstanding payments. Capturing of journals and capturing of allocations on web cycle. Compile monthly reports (Accruals) and do reconciliations. Monitoring petty cash in the cashier's office. Processing State money on E-Receipting (ESS). Monitor cashier's office and all financial related duties.
- ENQUIRIES APPLICATIONS** : Mr APD Kruger Tel No: (012) 521 4911
: Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001
- FOR ATTENTION NOTE** : Ms Pretty Rangoato
: Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.
- CLOSING DATE** : 09 July 2021
- POST 23/94** : **ADMIN CLERK- REF NO: ODI/17/06/2021/01**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (plus benefits)
: Odi District Hospital.
: Grade 12 and must be computer literate (capturing, processing emails and internet), 18 months experience in patient affairs will be added as an advantage and extensive hospital experience. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Have service experience in a hospital health environment, knowledge of Batho Pele Principles, patients' Rights and Responsibilities, interpersonal relationship skills and telephone Etiquette. Comply with relevant prescripts and regulations.
- DUTIES** : admission and discharge of patients on PAAB and manually. Completion of GPF3,4 and 5 forms. Reclassification of patients to UPFS. Assisting in other units of patient's affairs when the need arises and ensuring that working material and equipment's. be

prepared to rotate within the scope of work, and perform other duties delegated by the supervisor. Retrieving patient's files from records and returning of all patient's files to records via the supervisor. Comply with the performance management system (contracting, quarterly reviews and final assessment) compiling weekly and monthly statistics. Accompanying families of the deceased to the cashier and mortuary with the patients record.

ENQUIRIES APPLICATIONS : Ms. Maloka GC Tel. No: (012) 725 2363
 : Applications must be submitted on new Z83 form, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE : 10 July 2021

POST 23/95 : **STAFF NURSE GRADE 1 REF NO: REFS/006550 (1 X POST)**
 Directorate: Nursing

SALARY : R171 381 - 192 879 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.

DUTIES : Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.

ENQUIRIES APPLICATIONS : Ms. DS Ngwenya, Tel No: (011) 951 6045
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/96 : **CLEANER REF NO: REFS/006552 (3 X POST)**
 Directorate: Support

SALARY : R102 534 - R120 780 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Basic literacy/Abet. Two (2) years' experience in cleaning environment. Good interpersonal skills, be reliable and be able to work under pressure. Have physical endurance to perform cleaning duties. Provide excellent level of customer care to both internal and external costumers. Comply with proper safety policies and cleaning requirements. Shift work compulsory.

DUTIES : clean and disinfect sinks, counter tops, toilets, mirror, etc. replenishes bathroom supplies. Polish metalwork such as fixtures and fittings. Sweep, mop, dump dusting, scrubbing, waxing, polishing furnisher's, sluice dirty linen and hanging curtains. Wash windows, walls, door, panel and handles. Empty waste baskets and recyclables and

transport to disposable area. Do other additional tasks which are given to you by supervisor or those in authority.

ENQUIRIES APPLICATIONS : Ms. GS Mazibuko, Tel No: (011) 951 6217
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/97 : **PORTER REF NO: REFS/006553 (1 X POST)**
 Directorate: Admin

SALARY CENTRE REQUIREMENTS : R102 534 - R120 780 per annum (plus benefits)
 : Dr Yusuf Dadoo Hospital Province: Gauteng
 : Abet or equivalent qualifications. Ability to read and write. Be prepared to work shifts and under pressure. Must have sound interpersonal relations, two (2) years' experience in hospital environment.

DUTIES : Transport patients from registration point to different clinical point within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to stretchers. Cleaning of wheelchairs at all times. Enter patients data on porters register at emergency area.

ENQUIRIES APPLICATIONS : Ms. GS Mazibuko, Tel No: (011) 951 6217
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/98 : **SECURITY GUARD REF NO: REFS/006554 (1 X POST)**
 Directorate: Support

SALARY CENTRE REQUIREMENT : R122 595 – R144 411 per annum (plus benefits)
 : Dr Yusuf Dadoo Hospital Province: Gauteng
 : Grade 10 or equivalent. Relevant experience with PSIRA Grade C security certificate. Minimum of 3-5 years' experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understanding security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal records.

DUTIES : Search for prohibited items. Search vehicles at all times when entering the hospital premises and leaving. Ensure that all visitors' vehicles and staff are parked at the appropriate bays. Check the building at regular intervals, wards, office blocks and workshop area and look out for suspicious objects. Report incidents breaches in the occurrence book (OB). Keep control of visitors' register. Render escort service to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.

ENQUIRIES APPLICATIONS : Ms. GS Mazibuko, Tel No: (011) 951 6217
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 July 2021

Department of e-Government

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

- APPLICATIONS** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 09 July 2021
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

- POST 23/99** : **CHIEF DIRECTOR: RESOURCE MANAGEMENT – REFS/010750**
(5-year fixed term employment contract)
Chief Directorate: Resource Management
Re-advert, therefore all candidates who applied previously must re-apply.
- SALARY** : R1 251 183 per annum (all-inclusive remunerative package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a SAQA recognised NQF level 7 qualification in Human Resource Management or equivalent related qualification. 5 years' senior management experience. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector, including resource management services are essential, specifically; Strategic Human Resource Management, Legal services, Security Services, Auxiliary Services. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting; human resource management; legal services; information and communications technology; communications; auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate resource management capabilities –leading the change process in the department in terms of policy, process, organisational re-alignment and system improvements and implementation, with the objective of responsive turnaround times. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Resource Management services. Ensure development of a service delivery culture and excellent levels of performance across all Resource Management functions. Ensure optimal departmental resources and capacity through both traditional mechanisms and

innovative partnership arrangements where necessary – targeting the establishment of a flexible and nimble performance driven organisation.
Mr. Errol Ogle, Tel No: (011) 689 6861

ENQUIRIES

:

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

APPLICATIONS

:

Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za, (GPG Professional Job Centre) (Please do not send applications to 30 Simmonds street)

CLOSING DATE

:

9 July 2021

NOTE

:

Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 23/100

:

HEAD OF DEPARTMENT, GAUTENG DEPARTMENT OF HEALTH REF NO: 009458
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
Re-advertisement

SALARY

:

R1 978 533 – R2 228 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE

:

Johannesburg

REQUIREMENTS

:

An appropriate undergraduate qualification (NQF level 7) in the Health sector and a postgraduate qualification in Public Management or Business Administration or equivalent. 8 to 10 years' experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of legislation governing the Health sector in order to give sound advice and leadership. Key

Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

DUTIES

: Support the Member of the Executive Council in her duties as political head of the portfolio. Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Management of provincial entities reporting to the department including the repositioning of entities to drive the delivery agenda of the GPG, Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng. Driving the Gauteng Provincial Government comprehensive health response to COVID-19. Overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the Negotiated Service Delivery Agreement (NSDA), National and Provincial Government Strategic Objectives. Facilitation, promotion and implementation of a Health Service Delivery Model that will reduce the burden of disease within the province. Overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordination and management of the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provision of strategic leadership that will contribute to the effective management of health services in the province. Represent the department at various intergovernmental fora at provincial and national level.

ENQUIRES

: Ms Sylvia Mtshali Tel No: (011) 355 6280 or Ms Gugulethu Mdhluhi Tel No: (011) 355 6178

NOTE

: This is a re-advertisement of REF NO 008391 candidates who previously applied should not re-apply as the applications will be reviewed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.

GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS

: applications should be submitted through to: <http://professionaljobcentre.gpg.gov.za> website. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg 2000. Please note that due to a large number of

applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

**CLOSING DATE
FOR ATTENTION**

: 12 July 2021
: Ms. Vivien Khanye Tel No: (011) 355 2606

MANAGEMENT ECHELON

POST 23/101

: **CHIEF DIRECTOR: CORPORATE SERVICES REFS/010749**
: Directorate: Corporate Services
: Re-Advertisement

**SALARY
CENTRE
REQUIREMENTS**

: R1 251 183 per annum (all-inclusive package)
: Johannesburg
: The successful candidate should have a matric certificate plus an undergraduate qualification in General Management /Public Management or equivalent fields (NQF Level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. 5 years' experience in a Strategic Management environment at a senior management Level in the Corporate Service environment in the Public Service. A valid driver's license. Knowledge: Public Finance Management Act. Legal matters. Understanding of ICT. Understanding of Provincial Government Communication Strategy Skills: Decision making. Management of projects. Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES

: Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the most effective work procedures and methods to achieve the Directorate's goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

**ENQUIRIES
NOTE**

: Ms. Vivien Khanye Tel. No: (011) 355 2606
: "With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

POST 23/102

: **DIRECTOR: RISK AND INTEGRITY MANAGEMENT REFS/010747**
: Directorate: Risk and Integrity Management
: Re-Advertisement

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (all-inclusive package)
: Johannesburg
: The successful candidate should have a matric certificate plus an undergraduate qualification in Risk Management / Audit Management / Financial Management / Financial Accounting (NQF level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Minimum of 5 years of experience at a middle / senior management level in Risk Management / Audit Management / Financial Management / Financial Accounting in the Public

Sector. A valid driver's license. Knowledge: Public Financial Management Act; Public Service Act; Regulations and prescripts. Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES : Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management, Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the coordination and facilitation of internal and external audit process. Monitor implementation of internal audits, auditing tools contributing to the improvement of departmental operational management systems by assessing audit outcomes. Oversee the implementation of business continuity plan. Establish and maintain integrity management services.

ENQUIRIES : Ms. Vivien Khanye Tel. No: (011) 355 2606

NOTE : With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

POST 23/103 : **DIRECTOR: TRANSFORMATION PROGRAMMES REFS/010748**

Directorate: Transformation Programmes
Re-Advertisement

SALARY : R1 057 326 per annum (all-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : The successful candidate should have a matric certificate plus an undergraduate qualification in General Management / Public Management / Human Resource Management or equivalent (NQF level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Minimum of 5 years of experience at a middle / senior management level in the Transformation Programmes environment in the Public Service. A valid driver's Licence. Knowledge: A good understanding of the Public Finance Management Act, legislations and prescripts. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation skills. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES : Develop transformational policies, programmes and strategies and monitor the implementation thereof. Manage, coordinate, advise on and support the implementation of transformation programmes and activities. Identify transformation programmes and empowerment interventions. Advise internal units on the integration of transformation programmes within the department and branch operational plans. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects. Advice on translating government targets into department specific targets. Conduct impact assessment and report thereon. Provide legal advice in order to raise issues, in particular for the Department / Government. Represent legal interested the department in the fields of copyright, intellectual property. Monitor legislature processes affecting the department. Attend hearings, committee discussions and other events at the Gauteng Legislature, Draft legal opinion and legal policy reports: Liaise with SACR entities, State Law Advisor office and partner departments and organizations on SACR legal matters.

ENQUIRIES : Ms. Vivien Khanye Tel.No: (011) 355 2606

NOTE : With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior

to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

POST 23/104

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REFS/010746**
 Directorate: Office of the Chief Financial Officer
 Re-Advertisement

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (all-inclusive package)
 : Johannesburg
 : The successful candidate should have a grade 12 certificate plus recognized bachelor's degree in Supply Chain Management (NQF Level 7) as recognized by SAQA, or relevant qualification in Public Management/ Administration, Logistics/Purchasing Management. Minimum of 5 (five) years' experience at middle/senior management level, Minimum three (3) years of functional experience in a Supply Chain Management unit within the public sector environment. A valid driver license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty.

DUTIES

: Manage an effective and efficient Supply Chain Management. Provide technical advisory services on an array of SCM related issues, exercise control over the entire Supply Chain Management Directorate (Demand, Acquisition, Assets and Contract Management functions) Liaise where necessary with the relevant stakeholders involved with the procurement activities of the department, coordinate, compile and manage the timely and correct submission of reports to internal and external stakeholders, ensure prompt submission of documents to the Chief Finance officer, Head of Department, identify and provide training to staff as required, respond to audit queries manage the implementation of risk management strategy within the directorate. Implement and maintain a system of protection of information within the directorate. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Update and maintain SCM policies and procedures. Set performance standards with respect to service delivery clients and value for money per category demand purchases. Manage and enhance the performance of the SCM directorate, including implementation of recommendation from audit findings (internal and external audit findings), action plans to mitigate against identified risks. Perform other related functions as may be directed by the Chief Financial Officer.

ENQUIRIES
NOTE

: Ms. Vivien Khanye Tel. No: (011) 355 2606
 : With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

**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.

OTHER POSTS

- POST 23/105** : **PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: GS 35/21**
Component – Medical and Allied Health (Dept. Of Psychology)
- SALARY** : R1 025 316 - R1 137 936.per annum (All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Minimum Requirements: Senior Certificate or equivalent An appropriate qualification that allows registration with the HPCSA as a Clinical Psychologist Certificate of Registration with the HPCSA Proof of current registration with the HPCSA as a Clinical Psychologist A minimum of 3 years appropriate work experience as clinical psychologist after registration with the HPCSA as a Clinical Psychologist The Employment Equity Targetf For This Post Is: African Male Recommendations; Managerial/ supervisory experience would be an added advantage. Computer literacy (Microsoft Office package) Knowledge, Skills and Experience: Comprehensive knowledge of psycho-diagnostic and therapeutic interventions suitable to a (tertiary) hospital setting. Clinical skills include individual clinical and psychometric assessment, individual psychotherapy, group psychoeducation and therapy skills Sound knowledge of policies, protocols and procedures applicable to the profession and the hospital. Ability to co-ordinate psychological intervention in specialist medical fields. Good verbal and written communication skills; good time management skills; meeting tight deadlines. Computer proficiency, including experience with Microsoft Office package. Good interpersonal, decision-making and problem-solving skills. Resilience, self-motivation and dedication to service ethic. Strong generic leadership and management skills and competencies.
- DUTIES** : Key Performance Areas: Medical care of patients: Serve at HOD and manage (planning, organizing, leading and controlling) the Clinical Psychology Department at Grey's Hospital with the aim of providing optimum, effective and efficient tertiary mental health care and psychology services to all its clients. Designing, implementing and coordinating holistic psychology programmes for patients within a multi-disciplinary team framework, through consultation/liaison with other departments/ stakeholders when required. Ensure compliance with policies and procedures .Responsible for general administrative duties, including hosting and participation in meetings, maintain records and statistics, strategic and operational planning, HR-related activities, risk management, etc. Actively engage in supervision, training and development of staff, including training and supervision meetings and activities (CPD-accredited), EPMDS, mentoring, reward and recognition programme, etc. Management and updating of treatment protocols, assessment tools, policies, SOPs, protocols Addressing quality and risk-related aspects, including QIPs, Norms and Standards, Ideal Hospital Realization & Maintenance Framework compliance and risk register. Facilitation of relevant health promotion and related activities Participation in and addressing ethics consultations, ethics meetings, medicolegal cases, medicolegal centre of excellence, etc.Maintain and develop research collaborations; Generate and supervise research in the field of clinical psychology.
- ENQUIRIES** : DR ES Marais: Tel No: (033) 897 3324/17
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 35/21. 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). Subsistence & Travel (S&T) expenses will not be paid for applicants who have been shortlisted for interviews 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.

- CLOSING DATE** : 9 July 2021
- POST 23/106** : **DEPUTY MANAGER NURSING REF NO: DMN 8/2021 (X1 POST)**
- SALARY** : 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 benefits: In Hospitable Allowance 8%
- CENTRE REQUIREMENTS** : Eshowe District Hospital
 : Diploma in General Nursing & Midwifery. Diploma in Nursing Administration Registration Certificate with SANC. Current receipt (annual registration – 2021). A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate and recognizable experience at 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 Advanced Midwifery. Valid driver's license. Knowledge, Skills, Competencies and Training Required: 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.
- DUTIES** : 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 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). To have a strong understanding of Clinical Governance and Quality Improvement and to ensure sound clinical governance practice.
- ENQUIRIES APPLICATIONS** : Acting Chief Executive Officer Dr S Buthelezi Tel No: (035)4734500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
 : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za (from 1 January 2021 the new z83 form must be used) and should be accompanied by a CV (experience must be

comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 9 July 2021

POST 23/107

: **EDICAL OFFICER GRADE 1,2 OR 3 (MEDICAL) REF NO: PCHC 06/2021 (2 POST)**

SALARY

: Grade 1: R821 205 per annum (All inclusive package) this inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. With compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.
 Grade 2: R938 964 per annum (All inclusive package)This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.
 Grade 3: R1 089 693 per annum (All inclusive package).This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

CENTRE REQUIREMENTS

: KZN Health -Phoenix Community Health Centre
 : **Grade 1** Senior Certificate STD 10/Grade 12 PlusMBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner, Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner. **Medical Officer Grade 2:** .Minimum Appointment Requirements, Senior Certificate STD 10/Grade 12 Plus MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 5 years' experience after registration with HPCSA as a Medical Practitioner. **Grade 3:** Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification Certificate of registration with HPCSA as a Medical Practitioner ,Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 10 years' experience after registration with HPCSA as a Medical Practitioner Knowledge, Skills, Training and Competencies required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to Primary Health Care, Sound knowledge of nation TB and ARV programme including STI's and PMTCT. Sound Knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

DUTIES

: Key Performance Areas: Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patient in OPD/ casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient patient care. Ensure proper hand over of critical ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties.

Collaboration with medical practitioners and other health care workers in neighbouring health institution. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standard. Instil confidence in public service and also in medical profession through exemplary behaviour.

- ENQUIRIES** : Dr B.C Badripersad Tel No: (031) 538 0806
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300
- FOR ATTENTION** : Mr V.S Mtshali
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original 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. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply
- CLOSING DATE** : 09 July 2021
- POST 23/108** : **CLINICAL PSYCHOLOGIST GRADE 1, 2 & 3 REF NO: VRH 14/2021**
- SALARY** : Grade 1: R713 361 per annum
Grade 2: R832 398 per annum
Grade 3: R966 039 per annum Other Benefits: 17% Rural Allowance
- CENTRE** : Vryheid District Hospital (Clinical Psychology Services)
- REQUIREMENTS** : Master's Degree in Clinical Psychology. Registration certificate with the Health Professional of South Africa as Independent Psychologist. Proof of current registration with the Health Professional Council of South Africa as Independent Psychologist. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The Employment Equity Target is an African Male. **Grade 1:** None after registration with the Health Professional Council of South Africa (HPCSA) in respect of RSA qualified employees who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of eight (8) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of nine (9) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of sixteen (16) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of seventeen (17) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: Fluency in IsiZulu. Drivers license Knowledge, Skills, Training and Competencies Required: Sound Clinical knowledge regarding Clinical Psychology diagnostic assessment and therapeutic procedures and manuals. Knowledge and the ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and Improvement. Knowledge of research methodology and ethical code of conduct. Knowledge of relevant legislation. Problem solving skills. Planning and organizing. Psycho-legal assessments.
- DUTIES** : Key Performance Areas: Assess persons by means of clinical interviews. Provide effective administration of clinical work. Deliver a comprehensive psychological services in the relevant area of operations-operate and communicate effectively with multi-professional members. Administer and write reports on psychometric assessments. Ability to conduct individual group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and compile

statistics. Offer outreach services. Provide support to Community Service Psychologists allocated in Clinical Psychology Services.

ENQUIRIES : Dr Idika FS Tel No: (034) 9822111 Ext 5921

APPLICATIONS : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100

FOR ATTENTION : Mr SP Nene

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply.

CLOSING DATE : 16 July 2021

POST 23/109 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE RE NO: AMN PHC 9/2021. (X1 POST)**

SALARY : Grade 1: R614 991 - R692 166.per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Grade 12 certificate. Diploma/degree in General Nursing and Midwifery. Post Basic qualification in Primary Health Care. Current registration with SANC as a Professional Nurse A minimum of 10 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Atleast 6 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Atleast 3 years of the period referred to above must be appropriate recognisable experience at management level. Drivers licence. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills And Competencies And Training Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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. Team building and interpersonal relations. Good communication skills. Computer skills

DUTIES : Strategically lead and supervise PHC services to provide quality nursing care within the catchment area. Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services/programs aligning to those of the department. Ensure that all Priority Programs are implement, Facilitate the realization and maintenance of ideal clinic program. Analyze operational imperatives set in the National PHC package, National Norms and standard, Policies and guidelines for implementation of better outcomes. Ensure that nurses are practising in realization of relevant legislative policies and practices as according to SANC, professional and ethnical practices. Facilitate data management. Manage all resources. Be in a position to operate under pressure including extended working hours. Monitor and evaluate staff performance in terms of

Employee Performance Management Development System (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Analyze and interpret statistics including PHC programme indicators

**ENQUIRIES
APPLICATIONS**

: Acting Chief Executive Officer – DR S Buthelezi Tel No: (035) 4734500.
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za (from 1 January 2021 the new z83 form must be used) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 9 July 2021

POST 23/110

: **OPERATIONAL MANAGER (PHC) – MAPHUMULO CLINIC REF NO: UMP 6/2021**

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432 per annum
: Umphumulo Hospital
: Senior Certificate, Diploma / Degree in general nursing or equivalent, Registration with the S.A.N.C. as a General Nurse and Midwife, A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care), with a duration of at least one year accredited with the South African Nursing Council, Current (2021) council receipt, A minimum of nine (9) years appropriate / recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification in Clinical Health Assessment, Treatment and Care, Proof of previous and current work experience (Certificate /s of service) endorsed and stamped by HR must be attached. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Empathy and counselling skills. Project management skills,. Knowledge of Code of Conduct and Labour Relations and related policies. Basic understanding of HR and Financial policies and procedures. Strong interpersonal, communication and presentation skills. Basic computer literacy

DUTIES

: Provide quality comprehensive primary health care by promoting preventative, curative. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Ensure the implementation of all PHC programs including priority programs in the clinic. Ensure quality PHC service delivery through implementation of NCS and ICRM (ideal Clinic) within the facility. Deal with disciplinary and grievance matters including managing absenteeism. Ensure Data Management is implemented and monitored at the clinic. Monitor and evaluate the performance of Primary Health Care services within the facility and initiate corrective actions timeously. Manage own work, time and that of junior colleagues to ensure proper nursing service in the clinic. Display a concern for patients, promoting and advocating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Maintain inter-sectoral collaboration with other government structures and provide support to Operation Sukuma Sakhe. Provide a safe and therapeutic environment to practice safe nursing care. Manage and ensure performance standards remain adequate and

		responsibilities are adhered within budgeted limits. Monitor and evaluate staff performance in terms of EPMDS. Ensure the effective management of complaints Provide monthly reports to nursing management. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures
<u>ENQUIRIES</u>	:	J. M. Ndlovu Tel No: (032) 4814199
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department,
<u>FOR ATTENTION</u>	:	Mr S. M. Naidoo
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 23/111</u>	:	<u>OPERATIONAL MANAGER (PHC) – MTHANDENI CLINIC REF NO: UMP 7/2021</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum
<u>CENTRE</u>	:	Umphumulo Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate, Diploma / Degree in general nursing or equivalent, Registration with the S.A.N.C. as a General Nurse and Midwife, A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care), with a duration of at least one year accredited with the South African Nursing Council, Current (2021) council receipt, A minimum of nine (9) years appropriate / recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification in Clinical Health Assessment, Treatment and Care, Proof of previous and current work experience (Certificate /s of service) endorsed and stamped by HR must be attached. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Empathy and counselling skills. Project management skills,. Knowledge of Code of Conduct and Labour Relations and related policies. Basic understanding of HR and Financial policies and procedures. Strong interpersonal, communication and presentation skills. Basic computer literacy
<u>DUTIES</u>	:	Provide quality comprehensive primary health care by promoting preventative, curative. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Ensure the implementation of all PHC programs including priority programs in the clinic. Ensure quality PHC service delivery through implementation of NCS and ICRM (ideal Clinic) within the facility. Deal with disciplinary and grievance matters including managing absenteeism. Ensure Data Management is implemented and monitored at the clinic. Monitor and evaluate the performance of Primary Health Care services within the facility and initiate corrective actions timeously. Manage own work, time and that of junior colleagues to ensure proper nursing service in the clinic. Display a concern for patients, promoting and advocating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Maintain inter-sectoral collaboration with other government structures and provide support to Operation Sukuma Sakhe. Provide a safe and therapeutic environment to practice safe nursing care. Manage and ensure performance standards remain adequate and

		responsibilities are adhered within budgeted limits. Monitor and evaluate staff performance in terms of EPMDS. Ensure the effective management of complaints Provide monthly reports to nursing management. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures
<u>ENQUIRIES APPLICATIONS</u>	:	J. M. Ndlovu Tel No: (032) 4814199
	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department,
<u>FOR ATTENTION NOTE</u>	:	Mr S. M. Naidoo
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 23/112</u>	:	<u>ASSISTANT MANAGER NURSING GENERAL STREAM: MEDICAL AND SURGICAL WARD: REF NO: ITSH 06/2021</u>
<u>SALARY</u>	:	R562 800 per annum: Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance: employee must meet prescribed requirements and Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital
	:	Matric/grade12. R425 Degree/Diploma in General Nursing as a General Nurse and Midwife or equivalent. Proof of current registration with the SANC as General Nurse and Midwife. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a General nurse and midwife in the hospital environment. At least three (3) years of period referred to above must be appropriate /recognizable experience at management level. SANC Receipt 2021. Certificate of service from Current/ previous employers stamped by HR must be attached Recommendation: Nursing administration degree/diploma. Drivers licence. Computer literacy .experience in medical & surgical ward. Knowledge, Skills, Training & Competencies Required: Knowledge and experience of Public Services Policies Acts and Regulations. Knowledge of SANC rules and regulations. Sound working knowledge of Nursing Management. Knowledge of Code of Conduct and Labour Relations. knowledge of human resources management policies practice including recruitment, condition of services, performance management training and development and labour relations including disciplinary, grievance and secondments processes/ procedures. Computer literacy and information Management. Ability to function well within a team. Organisational and supervision skills. Knowledge of Batho Pele and Patients Right. Knowledge pf current health and public Services legislation and policies. Excellent human relations, communication skills (written and verbal) leadership, interpersonal problem solving and team building skills. Ability to develop policies. Sound negotiation, planning, organizing, decision making and conflict management skills. Basic financial management skills.
<u>DUTIES</u>	:	Key Performance Areas: To ensure the provision of the higher possible nursing care through adequate Supervision in the medical Ward and surgical ward. Ensure the efficient and effective control of surgical sundries, pharmaceuticals equipment and miscellaneous stores. Ensure that all nursing staff are aware and adhere to the relevant Act/ rescripts applicable within the nursing environment and that staff welfare is maintained. Participate in the analysis, formulation and implementation of nursing

policies and procedures. Ensure that nursing standards, ethics and practice is observed as stipulated by the South African Nursing Council. Facilitate and ensure that internal and external disaster management policies and procedures are adhered to. Support and educate staff to assess the quality and effectiveness of nursing services and develop plans for continuous improvement. Monitor the work environment to ascertain whether conditions and practices are conducive to quality patient care and where this is not being active to institute corrective action. To deploy all nursing resources, within area of control, to the best effect to ensure the higher standards of nursing care. Conduct performance appraisal on nursing and support staff and institute necessary development interventions. Ensure that policies and practices governing condition of service nursing staff. Including leave is adhered to. Ensure that all financial management and human Resources Management policies, processes and practices are adhered to. Promote positive team work with other stakeholders and engage in the problem solving and conflict management to quality service delivery. Deal with grievance and labour relations issues in terms of laid policies /procedures i.e. manage workplace discipline.

- ENQUIRIES** : All enquiries should be directed to Ms JN Mthenjane Tel No: (034) 4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, 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 for 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 z83, e.g. ref ITSH 1/2020.Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.
- CLOSING DATE** : 09 July 2021
- POST 23/113** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 04/2021**
- SALARY** : R562 800 – R633 432.per annum Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance
- CENTRE** : Gamalakhe CHC- Gcilima Clinic
- REQUIREMENTS** : Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. .Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex

report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other labour related issues in terms of laid down procedures. Improve on complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES : Mrs. N.O Ndwendwe Tel No: (039) 318 1113
APPLICATIONS : All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249
FOR ATTENTION : Human Resource Depa
CLOSING DATE : 09 July 2021

POST 23/114 : **ASSISTANT DIRECTOR: GRADE 1 NUCLEAR MEDICINE REF NO: HRM 41/2021**
-(X 01 POST)
 Directorate: X-Ray

SALARY : R517 326 – R574 158.per annum Other Benefits: 13th Cheque, Service Bonus, Medical Aid Optional, Home Owners or Rental Housing Allowance (employee must meet prescribed requirements)

CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : National Diploma /B Tech degree in Diagnostic Radiography Plus Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer Plus Current registration with HPCSA Plus A minimum of 5 years' appropriate experience after registration with HPCSA in Radiography of which 3 years must be appropriate Managerial/Supervisor experience Recommendation: Computer Literacy, Valid Driver's License Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic radiography practice and ethos, Sound knowledge of radiation control and safety Regulations, Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem solving skills, Good interpersonal and written and verbal communication skills, Planning and organizational skills

DUTIES : Key Performance Areas: Ensure the effective, efficient and cost effective management of allocated Resources of the Department, Ensure the department is compliant with Radiation safety standards and other legal safety requirements, Ensure compliance to Quality Improvement Initiatives within the hospital, maintain the operational reliability of the department, Perform clinical duties including shift work as needed

ENQUIRIES : Dr. N. Khuzwayo Tel No: (031) 360 3460
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a

pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

- CLOSING DATE** : 09 July 2021
- POST 23/115** : **CHIEF DIAGNOSTIC RADIOGRAPHER (GRADE 1) REFERENCE NO.: HRM 42/2021 (01 POST)**
Directorate: X-Ray
- SALARY** : Grade 1: R466 119 - R517 326.per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance on Application Employee Must Meet Prescribed Requirements
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: 3 years National Diploma/Degree with Diagnostic Radiography, Registration with HPCSA as a Diagnostic Radiographer, Proof of current registration with HPCSA as a Diagnostic Radiographer (independent practice) Minimum of 3 years' experience after registration with HPCSA as a Diagnostic Radiographer Recommendations: Computer Literacy; B-tech in Radiography will be advantageous; Mammography certificate will be advantageous .Knowledge, Skills, Training, And Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment; Sound knowledge of Radiation Control and safety measures; Sound knowledge of relevant Health and Safety Acts; Ability to communicate effectively and problem solving skills; Good interpersonal relations and ability to perform well within a team; Ability to perform quality assurance tests; Sound knowledge of Public Service Human Resource policies and procedures including EPMDs. Ability to supervise junior and student radiographers.
- DUTIES** : Key Performance Areas: To provide high quality Diagnostic Radiographic services, to promote good health practices and ensure optimal care to patients. To execute all clinical procedures competently to prevent complications to provide a 24 hour radiographic service including weekends and public holidays. To comply with safety and radiation protection standards. Promote good health practices to patients in need of radiography To contribute to the overall work process in the component .To comply with and promote Batho Pele principles in the execution of all duties for effective service delivery. Participate in quality assurance and quality improvement projects including implementation of the National Core standards. Participate in departmental policies and procedures development Participate in monthly departmental meetings Carry out EPMDs on members of staff allocated under your supervision Be actively involved in In-service training, student training and Peer Review and CPD activities.
- ENQUIRIES APPLICATIONS** : DR. N. Khuzwayo. Tel No: (031) 360 3854
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational

categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying) 09 July 2021

CLOSING DATE

:

POST 23/116

:

CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)
REF NO: HRM 47/2021 (01 POST)

Directorate: Planning, Monitoring, Evaluation and Reporting Department.

SALARY

:

Grade 1: R444 276 – R500 031 per annum 13th Cheque, Medical Aid (Optional), Home Owner Allowance on Application Employee Must Meet Prescribed Requirements

CENTRE

:

King Edward VIII Hospital

REQUIREMENTS

:

Senior or grade 12 certificate or equivalent qualification, degree/diploma in Nursing with midwifery. Registration with SANC as a general nurse, current proof of registration (receipt-2019), Minimum of 07 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC as general nurse Recommendation: Computer Literacy, valid code 8 (EB) drivers' license. Observable 3 years' experience in Quality Assurance, National Core Standard Accreditation Knowledge, Skills, Training and Competencies required: working knowledge of public service, public policies and procedures related to the field of work. Interpersonal relationship (multi-disciplinary). Communication skills (verbal and written). Presentation and facilitation skills. Ability to conduct multi-disciplinary meetings. Problem solving and decision making skills. Working knowledge of policies, procedures, current services and related legislations. High level of initiative and Enovation

DUTIES

:

Key Performance Areas: coordination of optimal, improvement programs for the institution. Facilitate quality improvement committee meeting and participate in institution and District Quality Assurance meeting. Conduct quality audits for improvement purpose. Ability to implement organizational transformation and change interventions. Coordinate and facilitate health promoting hospital quality improvement projects and quality improvement projects and quality days. Facilitate education and training on National Core Standard, norms and standards, ideal hospital, maintenance and realization framework (IHRMF). Coordinate and conduct quality improvement surveys. Coordinate, consolidate and report all quality assurance indicators and quality improvement plans. Coordinates, provide ongoing feedback to management and quality teams on National Core Standards and Quality patient care in order to ensure that the accreditation process remains on track. Ensure that all institutional standard operating procedures are reviewed and implemented accordingly. Maintain records and provide report back to all stakeholders.

ENQUIRIES

:

Mrs. TJ Sibiyi Tel No: (031) 360 3859

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 Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013

NOTE

:

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

CLOSING DATE

:

9 July 2021

POST 23/117

:

OPERATIONAL MANAGER: GENERAL STREAM: REF NO: HRM 40/2021(01 POST)

Directorate: Surgical

- SALARY** : R444 276 - R500 031 per annum 13th Cheque, Medical Aid (Optional), Home Owner Allowance on Application, Mployee Must Meet Prescribed Requirements
- CENTRE REQUIREMENTS** : King Edward VIII Hospital
: Senior Certificate / Grade 12. Qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (Obtained from College University).Registration with SANC as General Nurse and Midwifery .Current South Africa Nursing Council (SANC) receipt –license to practice (2021)Minimum experience: 7years appropriate/ recognizable experience in Nursing after registration. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Nursing Prescripts and other relevant Public Service Acts. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement of National Core Standards and Ideal Hospital realisation and Maintenance Framework. Good Communication skills .Supervisory and analytical thinking skills. Application of the APIER approach.
- DUTIES** : Key Performance Areas: Ensure the provision of quality patient care in an efficient and cost effective manner. Manage the effective utilization of all resource (human and material) in the unit. Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff .Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and strategic plans aims at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities, National Core Standards and Ideal Hospital Realization and Maintenance Framework .Monitor 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 (EPMDS) .Ensure effective data management. Ensure ethics and professionalism is maintained .Demonstrate effective communication with staff, patients, colleagues, and clinicians (multidisciplinary team) / all stakeholders' .Exercise control over discipline, grievance and all labour related issues. Management of Patient Safety Incident as per guidelines. Management of complaints as per guidelines.
- ENQUIRIES APPLICATIONS** : Mrs. NP Ngcobo Tel No: (031) 360 3026
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 09 July 2021
- POST 23/118** : **CLINICAL NURSE PRACTITIONER-(GRADE 1,2) (MOPD, ACUTE DISEASE AND OPHTHALMIC) REF NO: PCHC 05/2021 (01 POST)**
- SALARY** : Grade 1: R383 226.per annum
Grade 2: R471 333 per annum Benefits:13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : KZN Health -Phoenix Community Health Centre

<u>REQUIREMENTS</u>	:	Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Proof of current registration with SANC as General nursing and Primary Health Care (2021 receipt). Recommendations A valid Driver's Licence (Code 08/Code10) Computer Literacy. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the 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 of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and care certificate of service from current / previous employers stamped by HR must be attached: Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility, Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility, Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment, Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences, Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment, Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit, Supervision of patients and provision of basic patient needs e.g. Oxygen, nutrition, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines, Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic, Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care, Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock, Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards, Encourage research by assisting in departmental projects and always ensuring that the community needs are taken into account, Strengthen and ensure implementation of Ideal clinic strategies
<u>ENQUIRIES</u>	:	Mrs. B.P Khanyile (Deputy Manager Nursing) Tel No: (031) 538 0808
<u>APPLICATIONS</u>	:	Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300
<u>FOR ATTENTION</u>	:	Mr V.S Mtshali
<u>NOTE</u>	:	Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za . Original 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. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 01/2021. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply
<u>CLOSING DATE</u>	:	09 July 2021
<u>POST 23/119</u>	:	<u>CLINICAL NURSE PRACTITIONER (SL9) REF NO: DANCHC 17/2021 (01 POST)</u>
<u>SALARY</u>	:	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

: Greenock Clinic
: 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 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 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 norms and standards 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

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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records 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** : 09 July 2021
- POST 23/120** : **PROFESSIONAL NURSE SPECIALITY: GRADE 1/2 REF NO: HRM 44/2021 (05 POSTS)**
Directorate: Orthopaedics
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade. 2: R471 333 – R579 691 per annum Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Requirements
- REQUIREMENTS** : Matric/Senior Certificate, Degree / Diploma in General Nursing and Midwifery, Registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher, One year Post registration Degree/Diploma in orthopedic Nursing science plus 4 years appropriate / recognizable registration experience as a General Nurse, Proof of current registration with SANC, Certificate of service **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing **Grade 2:** Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Act and Regulations, Knowledge of SANC rules and regulations, Knowledge of Nursing care processes and procedures, Nursing statutes and other relevant legal framework, Good communication skills –verbal and written, leadership, interpersonal problem solving, conflict, Management, decision making, co-ordination and negotiation skills, Knowledge and experience in implementation of Batho Pele Principles and Patient right charter, code of conduct and labor relations, National core standards and Ideal hospital
- DUTIES** : Key Performance Areas: To execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through set of standard, clinical guidelines, policies and procedures, To enhance service delivery through implementation of national core standard and national department of health quality improvement initiatives, Provide a safe therapeutic environment as laid down by the legislation, Maintain accurate and complete patient records according to legal requirement, Exercise control over disciple, grievance and labor relations issues, Cost effective utilization of all resources e.g. Human, Financial, material etc, Assist in orientation, induction and mentoring of all nursing staff, Assist with supervision of staff on both day and night, Any other duties allocated by operational Manager/Assistant Nursing Manager
- ENQUIRIES APPLICATIONS** : Mrs. NP Ngcobo Tel No: (031) 360 3026
All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

CLOSING DATE : 09 July 2021

POST 23/121 : **PROFESSIONAL NURSE – SPECIALITY (OLPHTHALMIC) REF NO: MBO 07/2021 (01 POST)**

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum

CENTRE : Mbongolwane District Hospital

REQUIREMENT : Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. Post Basic Diploma Nursing Qualification in relevant speciality (Ophthalmology) with duration of One year accredited with SANC. Proof of current registration (2021 receipt). A minimum of 4 years appropriate/ recognizable nursing experience in Nursing after registration as a Professional Nurse in Nursing Science. Proof of previous and current work experience written by supervisor. Attach certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training And Competencies Required: - Knowledge of Nursing Care, Process and Procedures, Nursing Status and other relevant legal framework 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 attitude, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES : Key Performance Areas: Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates._Provide 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 executive of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Do readjustments as required on the shift to provide adequate nursing. 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 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. Design work schedule for feeder clinics to meet the need of our community.

ENQUIRIES : Mrs WN Magagula Tel No: (035) 4766242 ext. 1011

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered

APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital

FOR ATTENTION : Human Resource Practices/Chief Executive Office

CLOSING DATE : 09 July 2021

<u>POST 23/122</u>	:	<u>PROFESSIONAL NURSE – SPECIALITY (PAEDIATRICS) REF NO: MBO 08/2021 (01 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 - R444 276 per annum Grade 2: R471 333 - R579 696 per annum
<u>CENTRE</u>	:	Mbongolwane District Hospital
<u>REQUIREMENTS</u>	:	Senior certificate/Matric or equivalent. National Diploma/Degree in General Nursing or equivalent qualification Current Registration with SANC as Professional Nurse with Child Nursing Science (2020 receipt).Certificate of service or verification of qualification endorsed by Human Resource Department. A Post Basic nursing qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Child Nursing Science. One (1) year post basic qualification in Child Nursing Science. Grade 2: Experience: A minimum of 14 years appropriate /recognizable experience in nursing after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in Child Nursing Science after obtaining the one year post basic qualification in the relevant speciality working in Peads ward.Knowledge, Skills, Training and Competencies Required: - Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. 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 patients' needs requirements and expectations (Batho-Pele).Knowledge of National Core Standards
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (Clinical Practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the institution. Assist with performance reviews (EPMDS).
<u>ENQUIRIES</u>	:	Mrs BRS Ngxongo Tel No: (035) 4766242 ext. 1084
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<u>APPLICATIONS</u>	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<u>FOR ATTENTION</u>	:	Human Resource Practices/Chief Executive Office
<u>CLOSING DATE</u>	:	09 July 2021

<u>POST 23/123</u>	:	<u>PROFESSIONAL NURSE SPECIALITY (MATERNITY) REF NO: GTN 14/2021</u>
<u>SALARY</u>	:	R383 226. per annum (Other benefits: Medical Aid optional) In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements) An all-inclusive package & 12% Rural Allowance
<u>CENTRE</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification plus. Degree / Diploma in General Nursing Registration as a Midwifery/ Accoucher with SANC.Registration with SANC as a General Nurse and Specialty Nurse (Advanced Midwifery and Neonatal Nursing Science).One year Post-basic registration Degree/Diploma in relevant specialty, plus 4 years appropriate/recognizable experience as a General Nurse. Proof of current registration with SANC (2021). Attach proof of previous and current employment verified, signed and stamped by HR Department/employer. Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Knowledge, skills, Training and Competences required. Knowledge and insight into nursing care procedures and processes, nursing statutes, other relevant legal frameworks and MCWH Programmes. Co-ordination and liaison skills. Good communication skills-verbal and written. Facilitation and co-ordination skills. Networking and problem solving skills. Information Management. Ability to formulate patient care related policies.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit.Proper implementation and monitoring of MNCWH programmers e.g CARMMA, HBB etc. Effective monitoring and management of complicated cases using the essential steps in the management of obstetrical emergencies. Assist in conducting trainings within the department e.g HBB/ESMOE drills. Partake in clinical record audits and assist in the formulation and implementation of quality improvement plans. To deputize the Operational Manager and assist with relief duties when the need arises. Assist with allocation/change list, day and night duty rosters and inputs for leave. To act as shift-leader on both day and night shift. To assist in EPMDS evaluation of staff and implement EAP. Ensure meticulous data management and proper record-keeping to improve data quality. Maintain accurate and complete patient's records. Assist in orientation, induction and mentoring of all nursing staff especially junior midwives and students. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give them guidance. Demonstrate effective communication with patients, families and with the multi-disciplinary team as well as other departments within the hospital. Provide a therapeutic environment for staff, patients and the public. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Effective participation in all other health related programmes e.g.IPC, Quality and Health and Safety. Effective and efficient management of all resources allocated to MNCWH.
<u>ENQUIRIES</u>	:	Ms. P.P.L Nkala Tel No: (033) 4139 400
<u>APPLICATIONS</u>	:	Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
<u>FOR ATTENTION</u>	:	Mr. P Shange
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted and if not submitted : (a) Application for Employment Form new (Z83) which is obtainable at any Government department OR from the website (b) Certified copies of Highest Educational Qualifications and professional registration certificate not copies of certified copies. HR endorsed certificate of service/work experience (c) Curriculum Vitae with full record of service certified copy of Identity Document not more than three months. Failure to comply with the above instructions will disqualify applicants. 2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 14/2021). Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications. Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered Persons with disabilities should feel free to apply for the post
<u>CLOSING DATE</u>	:	09 July 2021

<u>POST 23/124</u>	: <u>PROFESSIONAL NURSE SPECIALITY GRADE 1/2 (PAEDIATRICS) REF. NO: HRM 45/2021 (05 POSTS)</u> Directorate: Paediatrics Centre: King Edward VIII Hospital
<u>SALARY</u>	: Grade 1: R383 226 – R444 276 per annum Grade. 2: R471 333 – R579 696 per annum Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Requirements
<u>REQUIREMENTS</u>	: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nurse plus 1 year; Post basic qualification in child nursing science Grade 2 A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse, of which 10 Years must be appropriate/recognizable experience after obtaining the one year post basic qualification in and child nursing science. Matric/Senior Certificate or equivalent qualification plus Degree / Diploma in General Nursing Registration with S.A.N.C. as a General Nurse and Specialty Nurse (Paediatrics) in Child Nursing Science. One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC 2021 Recommendations Computer Literacy Knowledge, Skills, Training and Competencies Required: Knowledge of child Nursing. Knowledge and insight into nursing processes and procedures Knowledge of public Service Acts, regulations, prescripts and policies. Knowledge of SANC rules and regulations. Knowledge of Code of Conduct for Public Service employees. Decision making and problem solving skills .Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and Patients Right Charter. Knowledge of National Core Standards .Ability to supervise, teach and manage staff. An understanding of the challenge facing Public Health Sector
<u>DUTIES</u>	: Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital .Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff .To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources
<u>ENQUIRIES</u>	: MS NP Ngcobo Tel No: (031) 360 3026
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying
<u>CLOSING DATE</u>	: 09 July 2021

POST 23/125 : **PROFESSIONAL NURSE SPECIALTY GRADE 1&2 REF NO: HRM 46/2021 (10 POSTS)**

Directorate: Obstetrics and Gynaecology

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum

CENTRE : King Edward VIII Hospital

REQUIREMENTS :
Matric/Senior Certificate or equivalent qualification plus Degree / Diploma in General Nursing plus one year post basic qualification in Advanced Midwifery, Registration with S.A.N.C. as a General Nurse and Advanced Midwifery plus Current South African Nursing Council receipt **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 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in advanced midwifery Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework eg. Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public service regulations, Labor Relations Act, Disciplinary Code and Procedures, Grievance Procedure, Good skills in communication, report writing, facilitation, co-ordination, problem solving, planning and organizing, team building, decision making and computer literacy.

DUTIES : Key Performance Areas: Diagnose and manage obstetric emergencies in the absence of a doctor ie. Eclampsia APH etc, Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to hospital policy, Develop mission and vision and objectives for obstetric unit, Develop, implement and review obstetric policies and procedures, Conduct Perinatal Mortality reviews or meetings, Know South African Nursing Council (SANC) rules and regulations pertaining to obstetrics, Develop and implement in service education and quality improvement programs for the obstetrics department, Act as an advocate for clients utilizing Batho Pele principles, Form part of the multi-disciplinary team, Take part in all obstetrics programs ie. PPIP, PMTCT, BBI, BFI and RHC – reproductive health, Identify training needs for the personnel, Implement EPMDS for the personnel, Practice participative management by assisting with relief duties of the supervisor, Liaise with all departments within the institution, Maintain and monitor stock and supplies, Attend meetings held in the institution/outside.

ENQUIRIES : Mrs. NP 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. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

CLOSING DATE : 09 July 2021

POST 23/126 : **CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 05/2021**

SALARY : Grade I: R383 226 per annum

Grade 12: R471 333 per annum Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance Minimum Requirements: STD 10 Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, month's ad year)

CETRE REQUIREMENTS

: Gamalakhe CHC-MOPD
: Experience:-**Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing, 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 of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs

DUTIES

: Key Responsibilities Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments. Advocate Nursing Professionalism and Ethics.

ENQUIRIES APPLICATIONS

: MS. N.E. Sikhondo Tel No: (039) 318 1113
: All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249

FOR ATTENTION CLOSING DATE

: Human Resource Department)
: 09 July 2021

POST 23/127

: **ASSISTANT DIRECTOR: FINANCE REF NO. KCHC/FM/02/2021**

SALARY

: R376 596 - R443 601 per annum (Level 9) Other Benefits: 13th Cheque Medical Aid Optional, Home Owners/Housing Allowances (Employee must meet prescribed requirements)

CENTRE REQUIREMENT

: Kwa-Mashu Community Health Centre
: Senior Certificate STD 10/Grade 12. An appropriate National Diploma or Bachelor's Degree in Finance or Accounting, National Diploma in Cost Management Accounting or Business Administration or Equivalent Qualification. A minimum of 3 to 5 years supervisory experience in Financial Management. 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) Recommendation: Valid driver's license and Computer literacy Knowledge, Training, Skills & Competencies' required Good knowledge of Public Finance Management Act, Supply Chain Management Framework, Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations Solid experience in budgeting, financial planning & analysis, asset management, Vulindlela and Basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Skills: Decision-making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative &

Analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis

DUTIES : Ensure that the budget is aligned to the Departmental Strategic Plans, CHC business plan. Monitor and interpret cash flows and report on financial projections to CHC Management and other relevant Management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a CHC. Take effective and appropriate steps to ensure maximum collection of revenue due to CHC. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the CHC. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure appropriate management and utilization of resources allocated to the component. Regulations/procedures and proper internal controls /SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist Managers and clinical staff within the institution to implement central cost structures i.e. Cost centres. Actively assist Managers with budgetary control and the management of budget variances. Ensure compliance with Risk Management Policies. Ensure effective and efficient management of assets. Submit verbal and written reports timeously to the Chief Executive Officer (CEO). Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situations.

ENQUIRIES : Mr. F.S. Matibela Tel No: (031) 504 8435

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

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, Grade 12/Matric certificate or equivalent, 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 KCHC/FM/02/2021. 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. NB: Candidates To Be Subjected to a Technical Exercise/Competency Assessment as Part of Selection Process Intended to Test Relevant Competencies of The Job Due severe budgetary constraints that the CHC 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 CHC 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 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) Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 12 July 2021

POST 23/128 : **RADIOGRAPHER GRADE 1/2/3: REF NO: HRM 43/2021 (01 POSTS)**

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

CENTRE : King Edward VIII Hospital Complex

- REQUIREMENTS** : **Grade 1:** None after registration with HPCSA as a diagnostic radiographer; **Grade 2:** 10 years' experience after registration with HPCSA as a Diagnostic Radiographer, **Grade 3:** 20 years' experience after registration with HPCSA as a diagnostic radiographer Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Matric/Senior Certificate or equivalent qualification PLUS National Diploma/Degree in Diagnostic Radiography PLUS Registration with the HPCSA as a Diagnostic Radiographer PLUS Proof of current registration with HPCSA as Diagnostic Radiographer (independent practice) PLUS Certificate of service endorsed by HR from previous employers must be attached Recommendation: Computer Literacy, Basic knowledge of computed tomography (CT) will be an added advantage Knowledge, Skills, Training, And Competencies Required: Sound knowledge of diagnostic radiographic procedures and equipment, Sound knowledge of radiation control and safety Good communication and interpersonal skills Knowledge of radiation control measures Knowledge of relevant Health and Safety Acts
- DUTIES** : Key Performance Areas: Provision of high quality diagnostic radiography services observing safe radiation protection standards Execute all clinical procedures competently to prevent complications Provide a 24 hour diagnostic radiography service Promote good health practices and ensure optimal patient care Participate in Quality Assurance and Quality Improvement programs, in-service training and National core standards Promote Batho Pele principles in the execution of duties for effective service delivery Perform reception and clerical duties when necessary Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules regulations are adhered to Participate in departmental policies and procedure development Participate in monthly departmental meetings Participate in continued skills developmental programs Supervision of junior radiography staff and community service radiographers Perform Employee Performance Management and Development (EPMDS) of junior staff
- 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. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 09 July 2021
- POST 23/129** : **LIBRARIAN: REF NO. G77/2021**
Cluster: College of Emergency Care
- SALARY** : R316 791 per annum (Level 8) 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Head Office: KZN EMS Durban
- REQUIREMENTS** : Appropriate Degree / Diploma in library services plus at least 2 years' experience. Knowledge, Skills, Training and Competencies required:-The candidate must have an ability to make independent decisions, Have the knowledge of Health activities, Research methodology, Clinical terminology and Library practices. National Archives of South Africa Act, 1996. Public Service Act, 1994. Skills Development Act, 1998. Labour Relations Act, 1997. Basic Conditions of Employment Act, 1997. Project

Management, Research, Computer Literacy, Communication both internal and external stakeholders, Analytical, Policy development, Promotion and marketing and Supervisory.

DUTIES

: To design, develop and maintain a collection of research reports, Journals and other health-related material and manage the accessibility thereof to users. Classify, catalogue, and index new material acquired by the Library and update the information management system to reflect the new material. Administer the material on loan to and from the library to ensure that the material is current, in good condition and is returned timeously. Perform information searches on material in the library, in other libraries and on the internet in order to meet the knowledge requirements of library users. Design and implement a health-specific library index and associated information management system to facilitate the efficient and effective storage and retrieval of health and medical research material including information contained on media such as CD's; video's and DVD's. Promote the use of the library in order to contribute to the development of a culture of continuous learning within the Department. Review library processes to enable an improved service to users.

**ENQUIRIES
APPLICATIONS**

: Mrs BDG Arends Tel No: (031) 203 0900
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

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

CLOSING DATE

16 July 2021

POST 23/130

: **PROFESSIONAL NURSE GENERAL WITH MIDWIFERY (GRADE 1, 2, 3) REF NO: PCHC 04/2021 (X3 POST)**

SALARY

: Grade 1: R256 905.per annum
Grade 2: R315 963.per annum
Grade 3: R383 226 per annum Benefits: 13th Cheque, home owner allowance and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: Phoenix Community Health Centre
: Senior certificate/Matric or equivalent degree / diploma in General Nursing and Midwifery. Proof of current registration with SANC (2021 receipt). Certificate of service from current / previous employers stamped and signed by HR must be attached. Experience: **Grade 1:** no experience after registration with SANC as a General Nurse with Midwifery. **Grade 2:** A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 3:** A minimum of 20 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH&S Act. Knowledge of nursing care processes and procedure. Batho Pele principles and Patients Right Carter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislation and related ethical nursing practices within a primary health care

environment. Report writing skills. Time management skills. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patients care related policies.

DUTIES

: Manage patients during pregnancy, labour and puerperium. Implement EMTCT, MBFI, ESMOE and HBB programs. Co-ordinate optimal holistic specialised nursing care to participant as a member of the multi-disciplinary team. Maintain accreditation standards by ensuring compliance with national norms and standards. Co-ordinate daily activities of the unit from Antenatal, Labour, Nursery and Postnatal. Participate in the formulation, analysis, implementation and monitoring of the units objectives, policies and procedures. Ensure the unit complies with infection prevention and control as well as occupational health policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff developing using EPMDS system and other work related programmes and training. Maintain accurate and complete patient records according to legal prescripts. Attend perinatal mortality and morbidity meetings. Conduct audits and draw Quality Improvement Programs. Implement standards, practices and indicators for maternal, neonatal health care and CARMMA. Manage and supervise effective utilisation of resources. Be able to identify and report patient's safety incidents. Be able to handle patient's complaints. Demonstrate adequate knowledge of Covid-19 protocols.

ENQUIRIES

: Mrs B.P Khanyile (Deputy Manager Nursing) Tel No: (031) 538 0808

APPLICATIONS

: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300

FOR ATTENTION

: Mr V.S Mtshali

NOTE

: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original 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. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 04/2021. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply.

CLOSING DATE

: 09 July 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 : 09 July 2021. Applicants are advised to apply as early as possible to avoid disappointments.

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 Recommended candidates for MMS posts will need to undergo a Competency Assessment. 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)

ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 21 dated 11 June 2021, The Duties have been amended as follows (1) Director: Supply Chain Management (Provincial Office, Mbombela) with Ref No: MPDoH/June/21/08; Manage the Supply Chain Management (demand, procurement, stores, contracts, 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. 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 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 A relevant The closing date has been extended to 09 July 2021.

OTHER POSTS

POST 23/131 : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITALS) (PN-A8) REF NO: MPDOH/JUNE/21/30**
(Replacement)

SALARY : R843 618 – R949 482 per annum (Depending of years of experience in terms of OSD).
CENTRE : Shongwe Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least four (4) years of the period referred to above must be appropriate / recognizable experience in management level. Diploma in PHC / Diploma in Community Health would be an added advantage. Applications in possession of foreign qualification must attach evaluation certificate from SAQA to their application. Must be computer literate and able to work with MS Office packages including email. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Good verbal and written communication skills,

mentorship and supervisory skills. Computer literacy, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial Management. Valid driver's licence.

DUTIES : Provide leadership and strategic direction in the Nursing component, strategic leadership, delegate, supervise & co-ordinate 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 institution and of the Department of Health. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Represent nursing component in the senior management team. Demonstrate CHC commitments to quality nursing care. To ensure compliance with the national core standards/ ideal hospital / clinic. Advocate an ensure promotion of nursing ethos and professionalism. Manage and ensure the promotion of nursing ethos and professionalism. Manage and ensure efficient utilization of allocated human resources, financial and non-financial resources. Deal with disciplinary and grievances matters. Ensure provision of effective and efficient infection control; services in the institution and affiliate primary, health care services, monitoring evaluation of the patients care delivery in the institution. Initiate and participate in health promotion to ensure to ensure consistent communication of relevant, accurate & comprehensive information on health care. Development / establishment and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-personal, inter-sectoral & multi-disciplinary teamwork). Formulation and implementation of nursing guidelines, practices, standard and procedures. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

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

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

POST 23/132 **MEDICAL OFFICER GRADE 1-3: HIV GRANT REF NO: MPDOH/JUNE/21/31 (3 POSTS)**

SALARY : R821 205 – R1 089 693 per annum (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital

REQUIREMENTS : MBCHB degree with a recognized University. Experience in HIV management and PMTCT or postgraduate qualifications in HIV management will be an added advantage. Current registration with HPCSA. 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 legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Co-ordinate and supervise the teaching of Community service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage out- patient unit. Participate in quality improvement plans in the hospital. Perform after hour duties. Provide operational leadership in your unit.

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

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

POST 23/133 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND PUBLICATIONS REF NO: MPDOH/JUNE/21/32**

SALARY : R733 257 per.annum. (All-inclusive remuneration package).

CENTRE : Provincial Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Communication or Public Management as recognized by SAQA with at least 3 to 5 years' experience in an

Internal Communication and Publications of which three (3) years must be at supervisory level (ASD) in administration management. Knowledge government procurement systems, of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, and PPPFA. 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); Computer literacy, report writing skills. Ability to work under pressure. Valid drivers licence.

DUTIES : Develop and implement Internal Communication and publications strategies. Manage the corporate image of the Department by amongst others, providing technical advice regarding production of publications and promotional materials. Liaise with suppliers regarding production of publications and promotional materials. Manage internal Communication activities. Manage the compilation and production of the Departmental newsletter. Manage the maintenance of the Departmental intranet and website. Manage staff within the 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 23/134 : **ASSISTANT MANAGER NURSING (PN-B4) REF NO: MPDOH/JUNE/21/33**

SALARY : R614 991 per annum. (Depending of years of experience in terms of OSD).
CENTRE : Ermelo Hospital, Gert Sibande

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 Qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2021). 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. Nursing administration and computer literacy. Valid driver's licence.

DUTIES : 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.

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

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

POS 23/135 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5) INFECTION PREVENTION AND CONTROL REF NO: MPDOH/JUNE/21/34**

SALARY : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).
CENTRE : Witbank Hospital (Nkangala District)

- REQUIREMENTS** : National Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021) and trained as an Infection Control Nurse. A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organise, presentation skills, conflict management skills, people management.
- DUTIES** : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/136** : **OPERATIONAL MANAGER: SURGICAL (PN-A5) (REF NO: MPDOH/JUNE/21/35)**
(Replacement)
- SALARY** : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).
CENTRE : Shongwe Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Supervise and ensure the provision of an effective and effective patient care through adequate nursing care. Co-ordinate and monitor the implementation of Nursing care plan and evaluation thereof. Provide the relevant health information to the health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain work relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation guidelines, practices standard and procedures. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/137** : **OPERATIONAL MANAGER: MEDICAL (PN-A5) REF NO: MPDOH/JUNE/21/36**
(Replacement)
- SALARY** : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).

<u>CENTRE REQUIREMENTS</u>	: Shongwe Hospital : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC and maintained registration with the Council as a Professional Nurse (2021). A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Leadership, supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Inherent requirement of the job: Willingness to perform after hour and weekend duties. Ability to work under pressure. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
<u>DUTIES</u>	: Supervise and ensure the provision of an effective and holistic specialized nursing care. Co-ordinate and ensure implementation of Norms and Standards in the unit and in the whole institution for better quality patient care. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the unit. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/138</u>	: <u>CLINICAL NURSE PRACTITIONER: (PN-B1) REF NO: MPDOH/JUNE/21/37 (16 POSTS)</u>
<u>SALARY CENTRE</u>	: R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD). : Gert Sibande District: Amsterdam CHC, Driefontein CHC, Iswepe CHC, Kinross Clinic, Lebohang CHC, Morgenzon Clinic, Mispel Clinic, Paulina Morapedi CHC (2), Sakhile Clinic, Thuthukani Clinic, Embalenhle CHC, Lillian Mambakazi Clinic Ms Msimango Clinic and Stanwest Clinic
<u>REQUIREMENTS</u>	: Senior Certificate Grade 12 plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC Clinic Treatment Health Care glossary of terms. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross-cultural awareness.
<u>DUTIES</u>	: Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel

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

APPLICATIONS

POST 23/139

ASSISTANT DIRECTOR: RECORDS MANAGEMENT (PAIA) REF NO: MPDOH/JUNE/21/39

SALARY

R376 596 per.annum. (Level 9) (plus service benefits).

CENTRE

Provincial Office, Mbombela

REQUIREMENTS

Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification plus 3-5 years' experience of which three (3) years' experience should be of supervisory / managerial level. Knowledge: Project Management, Record Management, Analytical skills and working knowledge of PAIA. Implement proper Record Life Cycle Management in the Department. Liaise with facilities in terms of Record Management as it affects PAIA issues. Provide and Manage Medical records. Provide training to facilities in terms of proper Medical Record Management. Coordinate PAIA requests with facilities. Act as designated PAIA officer. Follow up reports with Health facilities. Perform any other duties as may be required from time to time.

DUTIES

ENQUIRIES

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

APPLICATIONS

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

POST 23/140

ASSISTANT DIRECTOR: AUXILLARY SERVICES REF NO: MPDOH/JUNE/21/40 (2 POSTS)

SALARY

R376 596 per.annum. (Level 9) (plus service benefits).

CENTRE

Rob Ferreira Hospital, Mbombela and Themba Hospital, KaBokweni

REQUIREMENTS

Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification plus 3-5 years' experience of which three (3) years should be of supervisory experience in a hospital environment. Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant the PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures.

DUTIES

Manage support services departments within the institution i.e.(cleaning services, hygiene, pest control, waste management, gardens and grounds, food services linen and laundry services; accommodation including office space requirements; Registry services; Switchboard Services, Telecommunication services, etc). Monitor compliance to food services management and transport management. Monitor and report on proper implementation of the cleanliness of the hospital and maintaining the quality standard required by the institution. Assist the hospital to comply with the norms and standards for healthcare establishments as well as adhering to the ideal hospital modernization and realization framework. Ensure Linen and laundry services meet the needs of the hospital. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, linen, waste management, infection prevention and control, garden services, accommodation; quality assurance; food services management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support services Unit. Sound inventory management and control. Plan and implement training programmes for staff. Fulfill duties as per job description and any other duties delegated by supervisor.

ENQUIRIES

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

APPLICATIONS

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

POST 23/141 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/JULY/20/41**

SALARY : R376 596 per.annum. (Level 9) (plus service benefits)

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Quality Management or equivalent qualification plus 3-5 years' relevant experience of which three (3) years should be of supervisory experience in a hospital environment. Track knowledge on quality improvement and understanding of Health Standard Compliance matters in health sector. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Proof of computer literacy (MS Office, Word Excel, Outlook & PowerPoint). Knowledge, skills, training and competencies required: strong interpersonal communication and presentation skills. Sound project skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public sector. High levels of accuracy. Proven 23 initiative, writing skills. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Financial management skills. Empathy and counselling skills and knowledge ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and practices are according to specified policy. Perform training and guidance activities. To instil a culture of service delivery in all service areas within the district, monitor quality assurance indicators and report thereon to assist in the improvement project advanced quality assurances in the district. Interact with the university and COHSASA role players to enhance the quality assurance planning, co-ordination implementation, monitoring and evaluation and evaluation of quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards accreditation. Co-ordinates peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and provide training and update clinic and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse event, complaints and various other related committees to improve quality. Ensure all facilities conduct patient experience of care and waiting time's surveys. Co-ordinate Batho Pele and good governance programmes. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

POST 23/142 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JUNE/21/42**

SALARY : R376 596 per.annum. (Level 9) (plus service benefits).

CENTRE : Ehlanzeni District Office

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Supply Chain Management / Accounting or equivalent qualification plus 3-5 years' relevant experience in an area of Supply Chain Management of which three (3) years should be of supervisory / managerial level. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract Management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have Experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver's license.

DUTIES : Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier 40 Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of

		the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports).
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/143</u>	:	<u>DIETICIAN GRADE 1: HIV GRANT REF NO: MPDOH/JUNE/21/43</u>
<u>SALARY</u>	:	R317 976 – R361 872 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/144</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: MPDOH/JUNE/21/45</u>
<u>SALARY</u>	:	R317 976 – R361 872 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus National Diploma / Degree/Diploma in Radiography. Registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Knowledge And Skills: Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of clinical team to communicate effectively with patients.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel

		No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/145</u>	:	<u>ADMINISTRATIVE OFFICER: MALARIA CONTROL PROGRAMME REF NO: MPDOH/JUNE/21/47</u> (2 Years 6 Months Contract)
<u>SALARY</u>	:	R257 508 per annum. (Level 7) plus benefits
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Administration or Diploma / Degree in Administration / Management. Understanding of departmental policies. Knowledge of PFMA, PPPFA, BAS, LOGIS and PERSAL. Good verbal and written communication skills. Ability to work in a team and under pressure. High level of Computer literacy. A valid driver's licence will be optional.
<u>DUTIES</u>	:	Provide administrative support within Malaria Control Programme. Write submissions and reports. Maintain Malaria Financial and administration system in MS Access and MS Excel. Handle all financial processes. Processing the procurement and payment of goods and services. Assist with travel and accommodation arrangements. Logistical arrangements for meetings and workshop. Recording minutes of meetings. Capture on LOGIS and draw reports on BAS. Assist in managing Budget inputs and expenditure. Provide support with the management of assets and Transport. Manage and provide guidance to subordinates, PERSAL related duties. Assist in the implementation of recruitment and selections processes. Provide assistance in preparing reports.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/146</u>	:	<u>PROFESIINAL NURSE (PN-A2) HIV GRANT REF NO: MPDOH/JUNE/21/38 (3 POSTS)</u>
<u>SALARY</u>	:	R256 905 – R 297 825 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate Grade 12 p Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and current registered with the SANC Professional Nurse (2021). Certificate in HIV and AIDS management and /or PMTCT will be an added advantage. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross-cultural awareness.
<u>DUTIES</u>	:	Manage and provide HIV and Aids supervisory duties in line with the policy guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards in accordance to the Public Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate HIV management programme with involvement and participation of all stakeholders. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation of all HIV and AIDS related data. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 23/147</u>	:	<u>STAFF NURSE GRADE 1: HIV GRANT REF NO: MPDOH/JUNE/21/46</u>
<u>SALARY</u>	:	R171 381 – R192 879 per annum (Depending on the years of experience plus benefits)
<u>CENTRE</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse (2021). Good interpersonal skill. Good understanding of customer care. Communication skills. Basic knowledge of laws that govern the profession. Basic nursing skills.
<u>DUTIES</u>	:	Provide quality basic nursing care services under the supervision of a Professional Nurse. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Participate in the implementation of patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. 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 Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

**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.

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 23/148 : **MANAGER: MEDICAL SERVICES GRADE 1**
Groote Schuur Hospital

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

CENTRE : Groote Schuur Hospital

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

DUTIES : (key result areas/outputs): Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

ENQUIRIES : Dr B Eick, Tel No.: (021) 404-6288

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 9 July 2021

POST 23/149 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)**
Overberg District

SALARY : 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). Plus a rural allowance of 18% of basic salary.

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in

Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Participation in Commuted Overtime at Caledon Hospital Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES : (key result areas/outputs): Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Responsible for clinical governance within the sub-district and report to the quality of care, the training needs as well implementing the Quality Improvement Plan. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-district. Initiate supervise and conduct research appropriate to the needs of the Sub-district. Implement the Outreach and support policy of the Department with the relevant stakeholders.

ENQUIRIES APPLICATION : Dr MS Rambiyana, Tel No: (028) 212-1070
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 9 July 2021

POST 23/150 : **OPERATIONAL MANAGER NURSING: (SPECIALTY) OPERATING THEATRE AND CSSD**
Chief Directorate: Rural Health Services

SALARY : R562 800 per annum (PN-B3)
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post basic qualification in the relevant speciality. Inherent requirements of the job: Valid (code B/EB) drivers licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Deputising for the Assistant Manager, Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and technical, including PC literacy (MS Word, Excel,

- PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), finance policies and practices. Knowledge of Functional Business Unit (FBU's). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.
- ENQUIRIES APPLICATION** : Mr S Bruiners, Tel No: (021) 860-2522
- NOTE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post.
9 July 2021
- POST 23/151** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (CLINICAL TRAINING CO-ORDINATOR FOR PRIMARY HEALTH CARE AND ACUTE SERVICES)**
Garden Route district
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2) Plus a rural allowance of 8% of basic salary.
- CENTRE REQUIREMENTS** : Oudtshoorn Sub- district
Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, Outlook. Relevant knowledge, skills and experience in training and practical mentorship.
- DUTIES** : (key result areas/outputs): Analyzing training needs and resources of clinical personnel at Oudtshoorn Sub district level. Planning and co-ordinating clinical training, skills development and maintenance of competence interventions in the Oudtshoorn Sub-district. Presentation facilitation and co-ordination of clinical service related to training programs at Oudtshoorn sub district. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at Oudtshoorn-Sub district. Support the Internal and External Interface strengthening with the focus on the COPC Model Support the Operational Managers to obtain and maintain Ideal Clinic status.
- ENQUIRIES APPLICATION** : Ms J Matyhila, Tel No: (044) 203-7205
- NOTE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- CLOSING DATE** : No payment of any kind is required when applying for this post. 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)"
9 July 2021
- POST 23/152** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
- SALARY** : R376 596 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate three-year qualification (National Diploma/Degree). Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Appropriate Skills Development experience. Knowledge of a variety of work ranges and procedures such as: Finance, Human Resource matters, training and development, planning and organising, administration procedures relating to specific working environment, how to research/gather information and analyse. Problem solving, organising, strategic planning, conflict resolution, presentation, and facilitation. Proven knowledge of Public Service Regulations, Prescripts and Acts.

DUTIES : (key result areas/outputs): Capacitating of all SDFs and Learning Committees Co-ordination of all community capacity development projects and training interventions including internships. Coordination of Employee wellness programmes, Public Service Induction Programmes and ABET/AFET. Management of bursaries and learnerships Programmes. Monitoring & Evaluation of all skills development interventions QTR, ATR. Personnel and Budget Management including 1%. Planning and coordination, Identification, Management and implementation of skills development interventions for Clinical and Support staff including training obtained at PTI.

ENQUIRIES : Mrs J Johnson, Tel No: (021) 938-4430

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 9 July 2021

POST 23/153 : **ASSISTANT DIRECTOR: FINANCE**
Overberg District

SALARY : R376 596 per annum

CENTRE : Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: A valid Code B/EB driver's license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognize and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.

DUTIES : (key result areas/outputs): Strategic and Operational Management of Finance and Supply Chain Management Strategic and operational Management of Revenue and Patient administration and Operational Case Management Services Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management Ensure effective Revenue Management Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.

ENQUIRIES : Mr AP Niekerk, Tel No: (028) 214-5800

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 9 July 2021

POST 23/154 : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R376 596 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Proven supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to manage and develop staff. Excellent computer literacy

skills in (Microsoft Office (especially), Ms Word, Excel, etc). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Good managerial and interpretation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Highly developed problem-solving abilities. Proven ability to work independently in a high-pressure environment while complying to due dates.

DUTIES : (key result areas/outputs): Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure effective and efficient management of SCM Systems. Ensure efficient and effective Contract Management. Ensure timeous and accurate reporting on SCM information and performance. Facilitate an efficient and effective Demand and Acquisition process. Manage all relevant Human Resource Management functions in the component, including Discipline, grievances and SPMS. Manage an efficient and effective Bid/quotation process and provide support to the QC and CBAC. Overall management of Supply Chain Management (SCM) functions and ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalization of proper SCM practice.

ENQUIRIES APPLICATION : Mr A Kannemeyer, Tel No: (021) 370-2318.
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 9 July 2021

POST 23/155 : **INDUSTRIAL TECHNICIAN: U-HEAD CLINICAL ENGINEERING**
Groote Schuur Hospital

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Groote Schuur Hospital
: Minimum educational qualification: National Diploma in Engineering (T; S or N stream) in mechanical engineering or proof of registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of surgical instruments, theatre equipment and precision engineering. Appropriate experience in managing, planning and organising maintenance schedules on medical equipment. Inherent requirements of the job: Must have the ability and experience to operate mechanical machinery i.e. lathe, milling machine. Competencies (knowledge/skills): Computer literate (Excel, MS Word, Outlook, etc.). Able to compile technical specifications for medical equipment. Possess accurate technical ability and insight in order to solve problems. Must be able to manufacture and design parts out of various materials (i.e. Brass, Steel, Perspex etc.).

DUTIES : (key result areas/outputs): Carry out maintenance, repairs, routine inspection and evaluation of surgical instruments and related hospital equipment. General administrative duties as required by Clinical Engineering i.e. write reports, specifications and record keeping of all repair and maintenance activities in the Instruments Section. Manage and negotiate service contracts. Liaise with hospital staff and private sector employees. Train junior staff and hospital personnel. Manage the Instruments workshop.

ENQUIRIES APPLICATION : Mr L van Niekerk, Tel No: (021) 404-4402
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 9 July 2021

POST 23/156 : **CLINICAL PAIA ADMINISTRATOR: INFORMATION MANAGEMENT**
Directorate: Information Management

SALARY CENTRE REQUIREMENTS : R316 791 per annum
: Head Office, Cape Town
: Minimum educational qualification: Health related qualification. Registration with a professional council: Registrable with SA Nursing Council or other health related professional body. Experience: Appropriate experience in a health-related profession. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge /skills): Ability to manage a transversal function. Adherence to legal prescripts. Understanding of medico-legal risk. Attention to detail. Organisational and networking skills. Good interpersonal and communications skills. Computer literacy.

- DUTIES** : (key areas/outputs): Provide specialised clinical support to the Deputy Information Officer. Assess medico-legal risk in requested records and liaise with medico-legal advisor. Assess the right of access to requested records. Oversee compliance with the PAI Act and regulations. Draft statutory and management reports and manuals. Conduct liaison and training across the department. Supervise PAIA staff. Supervise and monitor administrative processes.
- ENQUIRIES APPLICATIONS** : Mr E Reynolds, Tel No: (021) 483-4661
: 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. Preference will be given to candidates with Health Quality Assurance experience
- CLOSING DATE** : 9 July 2021
- POST 23/157** : **ARTISAN FOREMAN: GRADE A (ELECTRICAL)**
Cape Winelands Health District
- SALARY CENTRE REQUIREMENTS** : Grade A: R 304 263 per annum
: Stellenbosch Hospital
: Minimum educational qualification: An appropriate Trade Test Certificate. Experience: 5 years' appropriate experience as Artisan after obtaining the Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Ability to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Technical analysis and report writing skills and Supervisory skills. Inventory Control System knowledge. Ability to draw up specifications for contract work, contractors and site inspections.
- DUTIES** : (key result areas/outputs): Oversee production of objects with material and equipment according to job specifications. Ensure maintenance, inspection, repair and servicing of electrical items and all other equipment. Ensure compliance with quality assurance with regard to the facility as well as equipment. Perform administrative and related functions with regard to the workshops. Manage performance of staff and supervision of the workshop. Drafting of specification for contract work, contractors and sight inspections.
- ENQUIRIES APPLICATION** : Ms K Rossouw, Tel No: (021) 808-6178
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 9 July 2021
- POST 23/158** : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (BUILDING MANAGEMENT SYSTEM)**
Groote Schuur Hospital
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: Groote Schuur Hospital
: Minimum educational qualification: National Diploma or equivalent (T- or N- or S-Stream) in Electrical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate experience in the field of the Engineering Building Management Systems. Appropriate project and contract management experience. Inherent requirements of the job: A valid vehicle drivers licence. Competencies (knowledge/skills): Knowledge of Building Management Systems networks and communications. Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook).
- DUTIES** : (key result areas/outputs): Maintenance and repairs to building management systems and affiliated plant equipment. Maintenance and repairs to fire detection systems. Maintain and conduct repairs to access control system. Control of works order with maintenance management. Assist with department expenditure control. Training and development of staff. Provide strategic planning for the division and the equipment maintenance under the divisions control. Keep an up-to-date record of systems and administration functions regarding the division's functioning and the equipment maintenance and evaluation. Perform various health technology audits, assessments and analysis.
- ENQUIRIES** : Mr AK Mgcodo, Tel No: (021) 404-6251, Mr A Nober, Tel No: (021) 404-5055

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.
CLOSING DATE : 9 July 2021

POST 23/159 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TELEPHONE EXCHANGE)**
Groote Schuur Hospital

SALARY : R257 508 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the management of a Telephone Call Centre. Appropriate experience in Personnel Management. Appropriate experience in Contract Management. Inherent requirements of the job: Willingness to do standby and overtime duties as per operational requirements. Relieve and other related duties. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Labour Law and the basic Conditions of Employment Act (BCEA). Knowledge of a Private Automatic Branch Exchange (PABX). Extensive knowledge in technical aspects of telephone systems. Computer literacy (MS Office) and typing proficiency.

DUTIES : (key result areas/outputs): Manage the operations of the Telephone Exchange and provide admin support to the Clinical Heads and Head of Department. Personnel Management, including submission of monthly reports, monthly stats and maintain the telephone directory. Ensure that all equipment at Telephone Exchange including the electronic switchboard and all telephone equipment and telephone lines are in a good working condition. Respond and resolve all queries and complaints, including telephone faults and repairs. Assist in the Call Monitoring Office, Paging and ensure that on call rosters are sent out daily.

ENQUIRIES : Mr J Corner, Tel No: (021) 404-2303
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.

CLOSING DATE : 9 July 2021

POST 23/160 : **INDUSTRIAL TECHNICIAN SUPERVISOR (X-RAY) CLINICAL ENGINEERING**

SALARY : R257 508 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: A National Diploma, (T, S or N Stream in Light Current- or Electrical- Engineering Field) or a B-tech, degree in Electronic engineering. Experience: Appropriate experience in the repair, maintenance and installation of X-ray and related equipment and be willing to be trained in-house in the specific field of Imaging. Inherent requirement of the job: Valid (Code B/EB) drivers licence and own reliable transport in order to perform above mentioned duties. Competencies (knowledge/skills): Ability to provide on the job training and monitoring of junior technicians. Computer literate (MS -Word, -Excel and -Access), ability to perform admin duties and good communication skills (written and verbal) in at least two official languages of the Western Cape. Proven previous repair, maintenance and QA knowledge and experience in Medical Imaging Equipment (including X-rays). Technical ability to identify and perform fault finding down to component level by means of circuit diagrams and test gear and do repairs. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Willingness to perform standby, after hour call-out duties and overtime functions when and if required.

DUTIES : (key result areas/outputs): Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users, and statutory bodies. Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Liaison with hospital personnel and private sector representatives. Maintain a detailed and accurate administrative system for example service history, expenditure, and tracking inventory and ensuring compliance of the OHS Act of 1993. Perform acceptance inspection and testing for new or donated equipment. Perform Electro-Mechanical repairs, routine maintenance, inspections, quality assurance testing and evaluation of relevant Medical equipment belonging to Tygerberg Hospital and any institutions under its control. Responsible to the Unit Manager of the Electronic workshop. Training and monitoring of junior technical staff.

ENQUIRIES APPLICATION : Mr J du Preez, Tel No: (021) 938 4634 or Ms M. Rossouw, Tel No: (021) 938 4634
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 9 July 2021

POST 23/161 : **ARTISAN PRODUCTION GRADE A TO C: GENERAL ENGINEERING (MEDICAL GAS)**
Groote Schuur Hospital

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

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate in the Mechanical or Millwright Fields. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Working outside of normal office hours. Being available in case of emergencies. Fit and able to work in confined spaces. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.

DUTIES : (key result areas/outputs): Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.

ENQUIRIES APPLICATION : Mr R van Schalkwyk, Tel No: (021) 404-6289, Mr D Smith, Tel No: (021) 404-6201
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates will be subjected to a practical test. No payments of any kind is required when applying for this post. Candidates who previously applied for this position are encouraged to reapply.

CLOSING DATE : 9 July 2021

POST 23/162 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Centres

SALARY : R173 703 per annum

CENTRE : Northern/Tygerberg Sub-structure

REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience within the Health Information Management environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency in at least two of the three languages of the Western Cape. Working knowledge and experience around PHC data (including HAST data). Knowledge with regards departmental information systems. Advance computer literacy (MS Word, Excel and PowerPoint) good numerical, organisational and analytical thinking skills.

DUTIES : (key result areas/outputs): Data submission monitoring and capturing – routine and non-routine data. Assist with data quality monitoring – validation, verification, data/trend analysis. Perform an office administration role - i.e. minute taking, filing, copies and logistical arrangements and assist with preparing presentations and reports. Provide general IM support to all Information Management and HAST clerks at facility level. Assist with pre-determined objective audits and assist with ICT requests.

ENQUIRIES : Mr M Khomono, Tel No: (021) 815-8562

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 9 July 2021

POST 23/163 : **SECRETARY (ORAL HYGIENE DEPARTMENT)**
Chief Directorate: Metro Heath Centres

SALARY : R173 703 per annum
CENTRE : Oral Health Centres
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Typing or Computyping or Computer Applications Technology as major. Experience: Appropriate Secretarial, Personal Assistant or Office Management experience. Competencies (knowledge/skills): Ability to ensure confidentiality of sensitive information. Ability to use own initiative and work independently. Ability to work accurately and work under pressure. Advanced computer literacy (MS Word, Excel and Powerpoint). Excellent organisation, planning and co-ordinating skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills.

DUTIES : (key result areas/outputs): Handling of all students queries regarding academic records and clinical performance. Issue of quarterly report to HOD of all student quotas, rankings and marks. Manage diary, calls, invitations and queries of the HOD. Record keeping of student marks in order to compile annual/promotion marks. Recording/taking and drawing up of Agendas and Minutes for forthcoming meetings. Required to perform ad-hoc duties at Mitchells Plain, Oral Health Centre. Typing of notices, correspondence, official documentation, student manuals, lecturers, lecture.

ENQUIRIES : Dr P Brijlal, Tel No: (021 937 3126/ 3162.
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 9 July 2021

POST 23/164 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum
CENTRE : Oral Health Centre
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and knowledge of CSSD. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good reading and writing skills in at least two of the official languages of the Western Cape.

DUTIES : (key result areas/outputs): Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc duties at Oral Centre, Mitchell's Plain.

ENQUIRIES : Ms L Cockrell, Tel No: (021) 937-3058
APPLICATION : The Dean/Manager, Oral Health Centre Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms. N. Jooste
NOTE : No payment of any kind is required when applying for this post. A competency test may form part of the selection process.
CLOSING DATE : 9 July 2021

POST 23/165 : **MESSENGER 23/**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirement of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Basic computer literacy skills.

DUTIES : (key result areas/outputs): Collecting and delivery of posts (i.e. letters, memos, etc.), folders, x-rays, case notes and any other documentation. Assist Ward Clerks to locate patient folders throughout the entire Hospital. Deliver and collect blood specimens,

blood hampers, or any other blood related products (i.e. Plasma), etc. Collect medication at Pharmacy as well as assisting with the collection of Folders from Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

ENQUIRIES : Mr L Terblanche, Tel No: (021) 404-5037
APPLICATION : The Chief Executive Officer: Grootte Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Mr MS Benajmin
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 9 July 2021

POST 22/166 : **HOUSEHOLD AID (3 POSTS)**
Grootte Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Grootte Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Appropriate knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages spoken of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem, Tel No: (021) 404-3237
APPLICATION : The Chief Executive Officer: Grootte Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Mr MS Benajmin
NOTE : No payment of any kind is required when applying for this post. A competency test will form part of the interview process.
CLOSING DATE : 9 July 2021

**DEPARTMENT OF THE PREMIER,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 12 July 2021
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 23/167 : **HUMAN RESOURCE CLERK: VETTING, REF NO: DOTP 17/2021**
SALARY : R173 703 per annum (level 5)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); No criminal record. Recommendation: Appropriate tertiary qualification; Experience within a Human Resource environment; A valid Code B (or higher) driving licence. Competencies:

Proven computer literacy in MS Word and Excel; Good planning and organising skills; Communication (written and verbal) skills; Ability to work under pressure and meet deadlines.

DUTIES

: Administer Personnel Suitability Checks and taking of fingerprints of candidates at different locations; General office administration; Database Management; Reception duties.

ENQUIRIES

: Mr F Gerber at Tel No: (021) 483 6028

APPLICATIONS

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