



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2021

DATE ISSUED 02 JULY 2021

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS:** Kindly note that the post of Deputy Director: Orders and Payments advertised in Public Service Vacancy Circular 22, dated 18 June 2021, has been amended as follows: DOHS/12/2021. The closing date for Deputy Director: Orders and Payments and Senior Administrative Officer: Rental Housing Tribunals and Tenant Support and Protection, advertised in Public Service Vacancy Circular 22, have been amended to 09 July 2021. **THE DEPARTMENT OF MINERAL RESOURCES & ENERGY:** Kindly note that the post of Deputy Director: Mineral Laws Administration Ref No: DMRE/ 2130 advertised on Circular No: 23 dated 25 June 2021, have been withdrawn we apologise for the inconvenience caused. **THE PRESIDENCY:** Kindly note that the position of Assistant Private Secretary with Post No: 22/166, as advertised in the Public Service Vacancy Circular 22 dated 18 June 2021 with

closing date of 2 July 2021 is withdrawn. **DEPARTMENT OF WATER AND SANITATION:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 23 date 25 June 2021, Chief Accounting Clerk: Revenue Management with Ref No: 090721/10; Supply Chain Clerk (Supervisor) Asset Management with Ref No: 090721/11; the posts have been withdrawn.

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DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za.
- FOR ATTENTION** : Ms M Mahape/ Ms N Sathege
- CLOSING DATE** : 16 July 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' Licence and registration certificate must be attached if required).

MANAGEMENT ECHELON

- POST 24/01** : **CHIEF DIRECTOR REF NO: 29724/01**
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
- SALARY** : R1 251 183 per annum (Level 14) (All Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate Bachelor's degree or equivalent qualification (NQF Level 7) as recognised by SAQA. A relevant post-graduate qualification will serve as an advantage Good communication (verbal and written) skills and computer literacy are essential Extensive experience in the field of school management and governance, District, and Provincial Planning, Monitoring, Implementation and Support with at least 5 years' experience at Senior Management level. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management. The must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to extensively.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to three Directorates, namely: a) Provincial and District Planning and Implementation Support and b) School-level Planning, Monitoring Development and Support; and c) Education Management and Governance Development. The incumbent will be expected to identify key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Create and maintain a database of expertise in identified priority areas; Compile quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; manage the identification and sharing of best practice In planning and effective implementation and monitoring of plans; strengthen the capacity of circuits and schools to effectively use dab in supporting schools and individual teachers; Maintain a database of specialists to be used to support struggling circuits and schools; Develop and manage processes, systems and programmes to minimise impact of community based challenges on learning and teaching; Lead and guide the Management and Support of Underperforming Schools in terms of SASA; the sharing of best practice; and establish and maintain an interactive web-platform for school managers to share best practice and learn from each other; Provide

**ENQUIRIES
NOTE**

strategic leadership to staff and develop annual plans and Manage the finances of the Chief Directorate in line with the Public Finance

: Ms M Mahape Tel No: (012) 357 3291/Ms N Sathege Tel No: (012) 357 3290
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the 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 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 24/02

: **CHIEF DIRECTOR: REF NO: 29724/02**
Branch: Office of the Director-General
Chief Directorate: Office of the Director-General Support Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 251 183 per annum (Level 14) (All Inclusive remuneration package)
: Pretoria
: An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5 years' experience at senior managerial level. Experience in the Communication field is essential, Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy; accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.

DUTIES

: The successful candidate will be responsible to oversee the administration of the office of the Director-General. Provide general support services to the Director General. Support the Director-General in the execution of his duties, particularly with regards to FOSAD, government clusters, SMM, MMM, HEDCOM, CEM and Parliament. Manage the parliamentary offices in Pretoria and Cape Town during workflow in the office of the Director General including an efficient record keeping system. Liaise with the Ministry and other Branches within the Department. Support the Director-General in his monitoring and oversight role in the provinces. Provide strategic support for provincial interventions. Ensure effective liaison and system co-ordination of support services. Manage identified projects for the Director-General.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291/Ms N Sathege Tel No: (012) 357 3290
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the 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 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 24/03 : **DIRECTOR: (PUBLIC PRIVATE PARTNERSHIP SECURITY, ASSET AND EVENTS MANAGEMENT) REF NO: 29724/03**
Branch: Finance and Administration
Chief Directorate: Financial Management
Directorate: Security and Asset Management

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) (All Inclusive remuneration package)
: Pretoria
: Applicant must have an appropriate Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA with at least 5 years' experience at Middle/Senior Managerial level with relevant experience preferably within corporate services. Knowledge in the Management of Public Private Partnership Concession Agreements and procurement processes in Government via National Treasury Regulation 16; Knowledge of asset management in Government; Knowledge of Security policy development and implementation of security, both physical and document security; Management and coordination of conferences, workshops and meetings; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organizing skills; Strong leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management.

DUTIES : The successful candidate will be responsible to monitor the correctness of the monthly unitary fee as stipulated in the Public Private Partnership (PPP) agreement; Pay the unitary, additional and pass through cost within 20 working days after receiving the invoices; Monitor the implementation of the service delivery performance, service specifications on part of the Private Party and up keeping of the approved house rules on part of the officials occupying DBE premises; Manage the partnership relationships; Ensure that reasonable accommodation is provided to employees with disabilities and employees with small children; Manage all assets in the DBE; Capture practical and final completed projects as received from Infrastructure Branch; Draft, maintain and upgrade asset related policies, strategy and maintenance plans; Provide notes in relation with the PPP and assets to the financial statements; Maintain an accurate, complete and valid asset register; Establish a Loss and Disposal Committee; Draft, upgrade, maintain approved and monitored internal security policies and procedures such as Document security, Information security, Physical security; Monitor the progress and implementation of the Security management strategy in accordance with the applicable plan; Identify all security risks and appropriate security requirements, processes, systems, policies and procedures and advise the Department to counter these and the implications of management decisions pertaining to Document security, Information security, Physical security; Ensure the classification of sensitive information in accordance with the MISS; Communicate security practices and standards to all employees and other appropriate internal and external stakeholders; Monitor through formal assessments compliance with security standards and practices; Report all security breaches or behaviour posing a security risk; Liaise, coordinate and cooperate with, and report to, the controlling institutions; Establish and manage a Security Co-ordination Committee; Manage the contract between the DBE and the Professional Conference Organiser (PCO); Develop and maintain an event management policy in the DBE; Co-ordinate workshops and conferences in the DBE; Coordinate all invoices to be paid within 30 days after a correct invoice has been received from the PCO.

ENQUIRIES NOTE : Ms M Mahape Tel No: (012) 357 3291/Ms N Sathege Tel No: (012) 357 3290
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the 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 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 DPSC Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSC 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

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) Through the filling of these posts with a candidates whose transfer/promotion/ appointment will promote representivity in line with the numeric targets as contained in our / the Finance Management Division Employment Equity plan.



CLOSING DATE : 16 July 2021

NOTE : NB: Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. New Z83 must be completed in full (all the section). Incomplete z83 will not be accepted. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat, e-mailed or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 27/04 : **DEPUTY DIRECTOR FINANCE RISK MANAGEMENT REF NO: CFO 21/5/**
Financial Management Division, Chief Directorate Financial Services
Directorate Financial Control Services (Finance Risk Management)

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance, Accounting or Auditing with Finance/ Accounting or Auditing as major subjects, with a minimum of five years relevant experience in financial control environment, finance risks and managing the audit process as an Assistant Director or equivalent level. Ability to effectively and correctly interpret and apply all prescripts relating to Public Finance Management and audit processes and as well as Policies and Regulations. Analytical and innovative thinking ability. Ability to compile and draft reports. Well-developed communication skills and computer literate, including Ms Word. Receptive to work related suggestions, ideas and decisive/persevering iro task finalisation.

- DUTIES** : Effectively identify financial risks within finance business processes and facilitate annual risk assessments and implementation of action plans. Ability to facilitate both internal and external audit processes of the department. Ability to work with detailed audit management reports and respond to SCOPA resolutions. Conduct risk assessments and training on financial management prescripts throughout the department to enhance accountability processes. Ability to interact with internal and external stakeholders on finance risks, audit and accountability processes.
- ENQUIRIES APPLICATIONS** : Mrs A. Nkomo Tel No: (012) 355 5830
: Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001, or hand delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden box number 5 at reception.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, Indian males, Coloured females, Coloured males and People with disability.
- CLOSING DATE** : 16 July 2021
- POST 24/05** : **DEPUTY DIRECTOR MEDICAL PAYMENTS, REF NO: CFO 21/5/2**
Financial Management Division, Chief Directorate Accounting
Directorate Stores, Services & Related Payments, Medical Payments
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all-inclusive salary package)
: Pretoria.
: Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance/ Accounting. A minimum of five year experience as an Assistant Director or equivalent level in financial environment. Knowledge: Good working knowledge of current government legislations. Ability to manage personnel, assets, expenditure and ensure compliance. The ability to effectively perform administrative functions, knowledge of supply chain management processes. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in task finalization and/or able to effectively function under pressure. Skills: Proven managerial skills and capabilities. Ability to effectively liaise and communicate at management level.
- DUTIES** : Assist the Director Stores Services and Related Payments (DSSRP) in verifying and payment of all invoices for medical goods and services in the DoD in compliance with departmental policies and prescripts. Managing the capturing of all transactions related to the payment of medical invoices on the Financial Management System (FMS). Regularly provide and explain management reports to DSSRP provide feedback and rectify where required. Managing strategic business plan and budget of the Sub Directorate, reporting, investigating and follow up on all finance related irregularities. Overseeing the promulgation of all policy related documents within the Directorate. Managing and executing HR function in terms of all personnel in the sub directorate, managing organizational structure of the directorate in terms of selection, staffing, training and transfer/ movement of personnel. Attend to all audit matters with the sub-directorate. Management and safe keeping of all documents related to the sub-directorate for audit purposes.
- ENQUIRIES APPLICATIONS** : Mr T.T. Nyuswa, Tel No: (012) 392 2890/ 2892.
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, Indian males, Coloured females, Coloured males and People with disability.
- CLOSING DATE** : 16 July 2021

POST 24/06 : **ASSISTANT DIRECTOR, REF NO: CFO 21/5/3**
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Regional Accounting Manager

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 9)
: Eastern Cape Region
: Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance/ Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, and contract management) and related payment processes (e.g. processing of journals and clearing of suspense accounts). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL System will serve as strong recommendation. Valid RSA/Military driver's license and willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering iro task finalization. Personal profile must facilitate a confidential security clearance.

DUTIES : Manage all Finance Accounting Service Centers (FASCs) and Finance Accounting Satellite Offices (FASOs) within the Eastern Cape. Manage all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and -transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalize audit queries timeously.

ENQUIRIES APPLICATIONS : Ms D.A. McCOSH, Tel No: (012) 392 2893/2892
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

NOTE : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African male and People with disability.

CLOSING DATE : 16 July 2021

POST 24/07 : **SENIOR STATE ACCOUNTANT, REF NO: CFO 21/5/4**
Financial Management Division, Directorate Personnel Payments, Sub-section: (S&T)

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 8)
: Pretoria.
: Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant. A minimum of at least three years as Finance Clerk Supervisor or equivalent. Sound reasoning, mathematical and problem solving ability, knowledge of the Public Finance Management Act and Treasury Regulations. Thorough knowledge of S&T system and processes. Ability to correctly interpret and effectively apply policy and regulations iro S&T advances and claims. Knowledge of computer system and programs in the Public Service/Private sector including PERSOL/PERSAL, Financial Management System (FMS) or any other financial systems, MS Word and MS Excel will be a strong recommendation. Well-developed verbal and written

communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment, ability to effective function as part of a team, receptive to work related suggestion/ideas, decisive/persevering iro task finalisation and able to effective function under pressure. Added advantage: Valid RSA driver's licence / and or valid DOD motor vehicle drivers licence and able to travel outside Pretoria area at short notice when required.

DUTIES : Scrutinising, checking, verifying and execution of all S&T claims, salary and allowances for members/employees of the Department of Defence, timely finalising of all Central System(CAS) events, quarterly audit to confirm correct S&T document administration ,checking of related journals, approving of computer codes documents with regard to S&T and with conjunction with the Assistant Director, answering and finalising audit queries, Managing the statistics of the section, approving transactions on PERSOL and Financial Management System(FMS),regularly clearing suspense accounts in use, constantly collaboration and communication with Assistant Director regarding all functions and tasks coupled to the post, supervising, guiding and training subordinate and manage material and equipment's resorting under control of this post.

ENQUIRIES : Ms T.T. Tshioma Tel No: (012) 392 2245
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.

CLOSING DATE : 16 July 2021

POST 24/08 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/5/5**
 Re-adevrtised, applicants who previously apply need to re-apply
 Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R257 508 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus three year Degree/National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three years relevant experience. More working relevant years of experience as Finance Clerk will be an Added advantage. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Finance Clerks resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and

FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES APPLICATIONS : Mr V.S. Mtengwane, Tel No: (012) 392 2110
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.

CLOSING DATE : 16 July 2021

POST 24/09 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/5/6**
Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 7)
: (Western Cape) FASC Oudtshoorn
: Minimum requirements: Grade 12 certificate plus a B Degree or three (3) years National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of three years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Knowledge: Thorough knowledge of, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantage: In possession of a valid RSA/Military driver's licence

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS : Ms D.A. McCOSH, Tel No: (012) 392 2893/2892
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number).

NOTE : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African male, Coloured females, Coloured males and people with disability.

CLOSING DATE : 16 July 2021

POST 24/10 : **FINANCE CLERK SUPERVISOR, REF NO: CFO 21/5/7**
Financial Management, Chief Director Accounting Directorate Stores Services and Related Payments Sub-Directorate Foreign Cash Management and Revenue Accounting,

SALARY : R257 508 per annum (Level 7)

- CENTRE REQUIREMENTS** : Pretoria
 : Minimum requirements: Grade 12 certificate plus a B Degree/ three year National Diploma Finance/ Accounting with minimum of two years relevant experience or Grade 12 Certificate with finance related subjects with a minimum of three years relevant experience. Experience in administration-related duties/functions. Understanding/Interpretation of financial policies (eg. PFMA, Treasury Regulations, State Tender Board regulations and Contracts) and related processes (eg. processing of journals and clearing of advance/suspense accounts). Computer literate in MS Office software packages. Valid RSA/ Military driver's license. Team player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering regarding task finalisation. Personal profile must facilitate a confidential security clearance. Must be able to travel on short notice domestically and abroad. Must be able to communicate well and give training when required to do so. More working relevant years of experience as finance clerk or successful completion of public service or private sector financial courses will be an Added advantage.
- DUTIES** : Assist the Senior State Accountant with revenue collection and revenue accounting activities within the General Defence Account. Assist with the the administration and accounting of foreign and domestic cash payment transactions within the DOD Operational environment in accordance with policy prescripts. Assist with the execution of daily, weekly and monthly foreign advance replenishment and reconciliations of all foreign operations. Evaluate and measure expenditure in line with Divisional Instruction and Policies. Assist with the signing and countersigning of journals/ telegraphic transfers after confirming the correctness and validity thereof. Provide advice and assistance to finance a non-finance client on all organizational levels. Report and investigate all cash irregularities. Compile/submit management/control reports information and statistics. Ensure effective information management, including the safekeeping of documentation, files and data. Provide strong and discipline leadership to subordinates and train, guide and develop them. Ensure the effective, efficient and economic management/use of allocated resources (human, capital assets and material).
- ENQUIRIES APPLICATIONS** : Mr A. Cordier, Tel No: (012) 392-2867
 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag x 137, Pretoria, 0001 Or hand delivered to: Poyntons Building, 195 Bosman Street, Pretoria, 0001 where it must be placed in a wooden post box number5 at Reception. Note: Please use reference number not post number.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Indian males, Coloured males and People with disability.
- CLOSING DATE** : 16 July 2021
- POST 24/11** : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/5/8 (2X POSTS)**
 Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Service, Sub-directorate: Specialised Finance Services, Administration Support
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 7)
 : Pretoria
 : Minimum Requirements: Grade 12 certificate plus B Degree or three years National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 with finance related subjects with a minimum of three years relevant experienceKnowledge and understanding of supply chain management processes. Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes, Knowledge and understanding of DOD procurement policies. Must have knowledge and operate MS Office package (Word, Excel and Power point). Must be in possession of a valid RSA/Military driver's licence and be able to obtain a military licence within a year. Added advantage: More working relevant years of experience as Finance Clerk. A two (2) years' experience in procurement environment (demand and supply).
- DUTIES** : Supervise and render clerical support services. Supervise and provide supply chain functions and services within the component. Supervise and manage

inventory, assets and fleet within the sub-directorate. Supervise and manage the administration and payments of accounts and invoices. Manage relations and liaise with internal (DOD) and external (Suppliers) clients. Supervise personnel and manage resources. Supervise and provide finance administration services. Manage the petty cash system for the directorate. Monitor budget expenditure for the sub-directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Ensure the assets are tagged. Distribute documents/packages to various stakeholders as required.

- ENQUIRIES APPLICATIONS** : Mr L.S. Khotle on Tel No: (012) 392 2557
 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, African females, Indian males, Coloured males and People with disability
- CLOSING DATE** : 16 July 2021
- POST 24/12** : **FINANCE CLERK (X3 POSTS)**
 Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centre
- SALARY CENTRE** : R173 703 per annum (Level 5)
 : FASC Langebaanweg, Ref No: CFO 21/5/9A
 : FASC Garrison Ref No: CFO 21/5/9B
 : FASC Jan Kempdorp Ref No CFO 21/5/9C
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Ability in understanding, interpreting and correctly applying financial policies and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's licence.
- DUTIES** : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies in to the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.
- ENQUIRIES APPLICATIONS** : Ms D.A. McCOSH, Tel No: (012) 392 2893/2892
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the

Employment Equity target of the Division. Preference will be given to Northern Cape Province (Coloured males, Coloured females), Gauteng Province (African males, White males and Indian males), Western Cape (Africans males, African females) and People with disability to all provinces.

CLOSING DATE

: 16 July 2021

POST 24/13

: **FINANCE CLERK, REF NO: CFO 21/5/10**

Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate: Supplier Payments

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 5)

: Pretoria.

: Minimum requirements: Grade 12 certificate with finance/Accounting related subjects. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting process. Basic knowledge of Journal processing, contract management and supply chain management would be an advantage. Sound knowledge of the Public Finance Management Act and Treasury Regulation. Knowledge of financial management mainframe computer system will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering task finalisation. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance/Accounting. Minimum of one year relevant experience. A valid RSA/Military driver' license.

DUTIES

: Ensuring the timely payments of invoice by scrutinising, verifying, and coupling supplier invoice for payments. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of payment related documents at/to other sections concerned.

**ENQUIRIES
APPLICATIONS**

: Ms S. de Bruyn on Tel No: (012) 392 2402

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and People with disability to all provinces.

CLOSING DATE

: 16 July 2021

POST 24/14

: **FINANCE CLERK, REF NO: CFO 21/5/11(2X POSTS)**

Finance Management Division. Chief Directorate Accounting, Directorate Central Accounts, Debtor Management

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 5)

: Pretoria

: Minimum Requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Office, MS Word and Excel. Basic knowledge of the processes and procedures of the collection, recording and management of debt and related accounting transactions and actions are required. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver' license.

DUTIES

: Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from serving and ex-members of the SA National Defence

Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Registering, prepare outgoing correspondence and process all related accounting transactions. Liaising and corresponding with the State Attorney's office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.

**ENQUIRIES
APPLICATIONS**

: Mr K.O. Nyamane, Tel No: (012) 392 2778
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE

: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and People with disability to all provinces.

CLOSING DATE

: 16 July 2021

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** : 19 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 24/15** : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/91**
Re -Advertisement
- SALARY** : R733 257 per annum (inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three-year qualification in Risk Management and/Internal auditing/Accounting/ /Accounting Science. 5 years' functional experience in risk or internal audit environment of which both should be coupled with experience in improvement of the control environment. 2 of the 5 years should be at supervisor level. Knowledge: Compensation Fund Business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and business

processes. Customer Services principles (Batho Pele Principles). Extensive Knowledge and Understanding of Treasury Audits. Corporate Governance and guidelines and the development of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk Management compliance. Risk Management policies and procedures. Legislative Requirements: Public Finance Management Act (PFMA). Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public Service Regulations. Treasury Regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment insurance Act (UIA). LRA, EE Act, SDA & BCEA Skills: Strategic leadership and capability. Excellent communication (Verbal and Written). Programme and project management. Problem solving and analysis. Conflict management. Research analysis and methodology. Decision making. Budgeting and Financial Management. People and Performance Management. Developing others. Diversity Management.

DUTIES : Manage the risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training Programs. Management of resources in the sub directorate.

ENQUIRIES : Ms K Nkabinde Tel No: (012) 406 9295

APPLICATIONS : E-Mail Jobs-CF5@labour.gov.za

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

POST 24/16 : **DEPUTY DIRETOR: EMPLOYEE RELATIONS REF NO: HR 5/1/2/3/92**

SALARY : R733 257 per annum (inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification in Labour/ Employee Relations/ Human Resource Management (Any other general qualification majoring in Employee/ Labour Relations/ Human resource management). 5 years' functional experience in Labour/ Employee Relations environment of which 2 years is supervisory experience at an Assistant Director or entry management level Knowledge: Compensation Fund business strategies, policies, procedures and processes. Departmental and Public Service prescript. Customer Service principles (Batho Pele Principles). Technical knowledge. Public service conditions of service. Relevant stakeholders. Employee relations principles. Labour relations methods and techniques. Human resource management principles. Fund Governance and Risk Management. Budgeting and financial management Legislative requirements: COIDA. Public Service Act. Public Service Regulations. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to information Act. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act Skills: Planning and Organising. Communication (Verbal and Written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making skills. Analytical skills. Conflict Management. Team leadership

DUTIES : Develop employee relations strategy and policies and to develop policies and manage the implementation thereof. Manage the process of grievance and complaints received from employees in the Compensation Fund. Manage the finalisation of all misconduct, grievance and disciplinary cases. Provide strategic advice and support to the collective bargaining fora of the Fund. Management of resources in the sub-directorate

ENQUIRIES : Ms PL Makhubu Tel No: (012) 406 5723

APPLICATIONS : E-Mail Jobs-CF5@labour.gov.za

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

POST 24/17 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR 4/4/8/84**

SALARY : R470 040 per annum

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL 7) in Environmental Health / Occupational Health / Hygiene / Analytical

		Chemistry / Chemical Engineering. Valid driver's license. Four (4) years functional experience in Health and Hygiene Inspection / Services. 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, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr IS Vass Tel No: (053) 8381652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 24/18</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HR 5/1/2/3/93</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Three-year tertiary qualification in Stakeholder Management/Public Relations/Project Management. 4 years' functional experience in Stakeholder Management of which 2 years in Senior Officer Experience. Knowledge: Compensation Fund policies, procedures and processes. Customer Services principles (Batho – Pele principles). Government Communication information system guidelines (Corporate Identity Guideline). Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. Stakeholder Liaison. Communication or Media Liaison. Publication production and publishing environment. Technical Knowledge Legislative requirements: Compensation for occupational injuries and diseases Act (COIDA). Public Service Act. Public Finance Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Minimum information security standard (MISS). Protection of Personal Information Act (POPI) Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem Solving and analysis. Planning and Organizing. Decision Making. Project Management. Computer literacy. Conflict management. Research Skills. Analytical Skills. Advertising
<u>DUTIES</u>	:	Implement stakeholder management strategies and policies. Establish and manage Stakeholder management relationships. Participate in all stakeholder management engagements. Management of resources in Sub-directorate.
<u>ENQUIRIES</u>	:	Mr M Legwale Tel No: (012) 406 5625
<u>APPLICATIONS</u>	:	E-Mail Jobs-CF5@labour.gov.za
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 24/19</u>	:	<u>ASSISTANT DIRECTOR: BUSINESS CONTINUITY REF NO: HR 5/1/2/3/94</u> Re-Advertisement
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Business Continuity Management / Disaster Management/Crisis Management/Risk Management / Business Management. A certification in Business Continuity Management will be an added advantage. 4 years' functional experience in Business Continuity Management / Disaster Recovery /Crisis Management. Knowledge: Compensation Fund policies and procedures. Customer Service Principles (Batho Pele Principles). Compensation Fund Values. Public Service Act and Regulations. Knowledge of corporate governance requirements. Awareness of risk finance and risk control concepts. Experience of crisis and/or incident management processes. Legislative requirements: Compensation for occupational Injuries and diseases Act (COIDA), regulations and polices. Public Service Act. Public Service Regulations. National Treasury Regulations. Supply Chain Management

prescripts. Occupational Health Safety (OHS). Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Disaster Management. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills .IT Operating Systems. Budgeting and Financial Management .Communication and Information Management .Customer Focus and Responsiveness .People and Performance Management .Developing others .Diversity management .Planning and organising .Project or programme management .Team Leadership .Risk Management and Fund Governance .Change Management .External Environmental Awareness.

DUTIES

: Provide input in the development of business continuity management plans, policies and strategies. Coordinate the implementation entity –wide business continuity strategies and response arrangements. Conducts awareness campaigns to alert employee of disruptive events.

ENQUIRIES

: Ms K Nkabinde Tel No: (012) 319 9295

APPLICATIONS

: E-Mail Jobs-CF5@labour.gov.za

NOTE

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

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE : 19 July 2021 at 12h00 noon No late applications will be considered.

NOTE : Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 24/20

SENIOR MANAGER: PROJECT MANAGEMENT OFFICE REF NO: SM/PMO/2021/06-1P

Business Enablement

The purpose of the role is to provide Project management expertise that will facilitate the achievement of business goals within GPAA. The position is responsible for the successful implementation and management of all Projects within GPAA from initiation to implementation, including Financial Management. One permanent Senior Manager Position is currently available at the Government Pensions Administration Agency: Business Enablement.

SALARY CENTRE REQUIREMENTS

: R1 057 326 - R1 245 495 per annum (all-inclusive package)

: Pretoria

: A recognized Bachelor's Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA. A minimum of eight years demonstrated experience in the Project Management field of which five years' experience should be at a middle/ senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Computer literacy that would include a good working knowledge of Microsoft Office products with in depth knowledge of MS Project. Membership of a professional body will serve as an advantage. Knowledge of PMO and Public Service Legislative framework, Knowledge of Programme Administration and Management, Knowledge of Customer Service principles and processes, Knowledge of Law and associated mechanisms, Knowledge of Project Management software and the operational use of the tool, Knowledge of relevant requirements, particularly BCEA and GPAA policies and procedures, including the Public Service Act, High level communication skills, Project Management skills, Strategic decision making skills, Leadership skills, Collaboration skills, Delegation skills, Initiative, Emotional intelligence, Integrity, Ability to see the bigger picture, Demonstrable commitment, Customer service orientation.

DUTIES

: The incumbent will be responsible for the following functions which includes but are not limited to: Project information/communication management: Manage development and execution of communication plan to ensure effective and timely communication between the PMO, line management, senior management, and external partners. Manage access to key project documents, presentations and assessments. Ensure development and implementation plans for use of collaborative team communication solutions. Manage the production of periodic management reports (e.g. monthly reports, project milestones). Serve as a central point of contact between the GPAA and various internal and external stakeholders. Represent the GPAA within various PMO forums and participate in reviews and presentation to senior management. Financial Management and Reporting: Overall management of all project related accounting functions for all projects in the Project Management Office. Review and approve effective and accurate project budget preparation, management and reporting. Review and approve all activities and transactions in project related accounts. Review and approve project variances and monitoring thereof. Approve the closing out of all project accounts upon project completion. Oversee preparation of all audit documentation (internal and external). Oversee the preparation, compilation and distribution of complete, accurate and timely management financial reports. Drive PMO strategies and policies: Actively participates in the development of strategic documents such as project plans, target product profiles, etc. Contributes strategic input into GPAA and other senior management or governance reviews. Facilitate product life cycle management planning and ensure GPAA maintains long-term product development focus. Keep abreast with changes in Project Management and PMO guidelines and other legislation, to make recommendations where GPAA policies and procedures need to be amended, monitoring the implementation of changes made. Check compliance within GPAA to Public Sector resolutions and policies relating to PMO, initiating changes identified. Initiative delivery: Demonstrate project management expertise through management of medium to large programmes of varying complexity. Ensure the facilitation of processes by prioritization and development of funding approval. Manage the project scope, define deliverables, obtain consensus and manage stakeholder expectations. Ensure proper management of change requests and control scope through effective execution of plans. Initiate delivery related purchases and acquisitions, as required. Effectively deploy physical, financial and human

resources. Ensure project outcomes are accepted, measurement and analysis of stakeholder perceptions is performed and facilitate validation of business benefit assessment. Formally close project and release team resources. Enterprise risk management: Manage the development of risk management plans of the division to ensure that the PMO unit maintains good risk management practices within an organisational risk management plan. Manage the identification of any risks relating to the business unit, and intervene to monitor compliance with the risk management strategy of GPAA. Maintain sound relationships with key stakeholders within the organization. Engage in the consultation process with both employees and management as required, exhibiting an understanding of essential risk considerations. Persuade key stakeholders in engaging in risk discussions, achieving a win-win solution as far as possible. Proactively mitigate identification and mitigation of risks. Proactively manage the monitoring of practical initiatives embarked upon within the GPAA, which affect risk management, and ensure management of any negative implications. Manage operations of the sub unit: Develop and manage agreed budgets in consultation with the CIO, ensuring that costs are contained. Manage the integrity of the PMO data being captured on the system; ensure that it is reliable and validated. Manage, coordinate and oversee the daily operational activities of the sub unit to ensure that it functions effectively and efficiently. Manage and ensure accurate record keeping of confidential information within the sub unit. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that it is aligned with performance agreements. Identify development needs and provide coaching and mentoring as appropriate. Ensure employment equity compliance. Monitor that individual outputs achieve business requirements. Recruit departmental staff using defined processes. Facilitate staff productivity and efficiency, minimizing absenteeism. Motivate staff through the implementation of various recognition mechanisms. Facilitate sub unit communication through appropriate structures and systems. Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA.

- ENQUIRIES** : Ismael Radebe on Tel No: (012) 399 2299. Fempower Response Handling, Tel. 084 093 5765 (Geraldine Turner).
- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to gpaateam1@fempower.co.za quoting the reference number in the subject heading of the email.
- NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 16 July 2021 at 12h00 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID that are not older than 6 months should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 24/21** : **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G06/2021**
Term: Permanent

- SALARY CENTRE REQUIREMENTS** :
- R733, 257 - R863, 748. per annum (Level 11) (All-inclusive package)
- Pretoria
- A postgraduate degree (NQF Level 8) in Economics or Finance. Masters will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the

production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES

: Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice material: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximize the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various fora related to projects.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 19 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.
- ERRATUM:** Kindly note that the Centre of the post of Family Law Assistant Ref 38/21/NC/FA advertised in the Public Service Vacancy Circular No: 22 of 2021, published on the 18 June 2021 was erroneously advertised. The correct Centre is Office of the Family Advocate: Kimberley not Uptington. The closing date will not be extended. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 24/22** : **CHIEF STATE LAW ADVISER REF NO: 21/175/SLA**
Re-advertisement and candidates who previously applied must re-apply.
- SALARY** : R1 521 591 – R1 714 074 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 8 legal qualification or LLB, and a post graduate qualification in the field of law is highly recommended; Admission as an Attorney or Advocate; 8 years' experience at a senior management level and proven experience in the legal field, 3 years of which must be at a State Institution; Knowledge of drafting , litigation, negotiating drafting and scrutiny of international agreements experience, opinion writing, subordinate legislation, management and budget ; Knowledge of Labour Law, Criminal Law, Administrative Law, Public and Private International Law, Interpretation of Statutes and Treasury Regulations. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; and Computer literacy;
- DUTIES** : Key Performance Areas: Oversee and manage the delivery of legal opinions as requested by State departments and other organs of State; Oversee and manage International agreements as requested by state departments and other organs of State; Oversee, manage and direct development, evaluation and assessment of draft legislation; Oversee and manage the translation of

legislation; Manage operations to achieve planned outcomes; Provide effective people management.

ENQUIRIES : Mr. C .Zana Tel No: (012) 357 8185

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

POST 24/23 : **COURT MANAGER (2 POSTS)**

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

CENTRE : Magistrate Court; Palmridge; Ref No: 2021/115/GP
Magistrate Office Kimberley, Ref No: 25/21/NC/KBY

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 : Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
Kimberley: Ms D Kistoo Tel No: (053) 8021300

APPLICATIONS : **Gauteng:** 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
Kimberley: Quoting the relevant reference number, direct your application to Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.

POST 24/24 : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -3; REF NO: 2021/106/GP**

SALARY : R257 592 – R445 425 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: Johannesburg

REQUIREMENTS : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of five (5) years appropriate experience; 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 drivers' license. Skills and Competencies: Computer literacy; 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 custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
- ENQUIRIES APPLICATIONS** : Mrs RR Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: PRaadts@justice.gov.za or Private Bag X6, Johannesburg, 2000; 7th Schreiner Chambers, Cnr Prichard and Kruis street, Johannesburg
- POST 24/25** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -2: REF NO: 2021/101/GP**
- SALARY** : R257 592 – R363 801 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Johannesburg
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of five (5) years appropriate experience; 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 drivers’ license. Skills and Competencies: Computer literacy; 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 custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
- ENQUIRIES APPLICATIONS** : Mrs RR Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: PRaadts@justice.gov.za or Private Bag X6, Johannesburg, 2000; 7th Schreiner Chambers, Cnr Prichard and Kruis street, Johannesburg
- POST 24/26** : **STATE ACCOUNTANT: QUALITY MANAGEMENT REF NO: 21/154/CLO (2 POSTS)**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Chief Litigation Officer: Pretoria
: National Diploma in Financial Management or Accounting (NQF level 6) or equivalent qualification; 2 years’ experience in the Finance and Accounting environment; Knowledge of Performance Management, Public Sector and Data analysis; Skills and Competencies: Computer literacy (Ms. Word, Excel and PowerPoint); Communication skills (Written and Verbal); Analytical skills; Interpretation skills; Report writing skills; Problem solving.
- DUTIES** : Key Performance Areas: Oversee expenditure trends in various offices; Capture statistics and generating reports on financial statistics indicating performance; Co-ordinate the budget reviews timeously; Collect and consolidate budget inputs, tabling of financial reports to the State Attorneys Offices; Render assistance in the monitoring of budget and issue early warning reports.
- ENQUIRIES** : Ms K Ngomani Tel No: (012) 357 8661

- APPLICATIONS** : 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 24/27** : **ADMINISTRATIVE OFFICERS (4 POSTS)**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kakamas: Ref No: 27/21/NC/KAK
Magistrate Office: Kimberley: Ref No: 28/21/NC/KBY
Magistrate Office: Victoria West: Ref No: 29/21/NC/VW
Magistrate Office: Postmasburg: Ref No: 34/21/NC/POS
- REQUIREMENTS** : A three (3) year National Diploma/Degree in Public Administration/ Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration, Departmental Financial and Cash flow Management systems; Experience in Vote and Trust Account will be an added advantage; A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES APPLICATIONS** : Mr L Swartz Tel No: (053) 802 1300
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Separate applications must be made quoting the relevant reference number.
- POST 24/28** : **CHIEF ADMINISTRATION CLERKS (2 POSTS)**
- SALARY** : R257 508 – R303 339 per annum. The Successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Kimberley: Ref No: 35/21/NC/KBY
Magistrate Office Upington: Ref No: 36/21/NC/UP
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification and/or Grade 12 with 10 years' relevant experience; Three (3) Years' Experience, Experience In A Court Environment Will Be An Added Advantage; Knowledge Of The Public Finance Management Act, Basic Accounting System (Bas), DFI, JDAS, JYP And Transport Policies; Sound Knowledge Of Human Resources, Financial, Asset And Risk Management; A valid driver's license will serve as an advantage. Skills and Competencies: Good written and communication skills; Good Interpersonal Relations; Computer literacy (Ms Excel, Powerpoint and Word); Ability to work under pressure And Work Independently;
- DUTIES** : Key Performance Areas: Render efficient and effective support to the Court; Maintain Discipline and resolve complaints and Grievance; Manage The performance management system in the Office; Draft memoranda, submission and reports; Control utilization and maintain the Assets and Accommodation of the Office.
- ENQUIRIES APPLICATIONS** : Mr L Swartz Tel No: (053) 802 1300
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Separate applications must be made quoting the relevant reference number.

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** : **Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town
- CLOSING DATE** : 16 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 Senior Administrative Officer (Middelburg High Court), with Ref No: 2021/137/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 apologies for the inconvenience caused by this.
- OTHER POSTS**
- POST 24/29** : **SENIOR ADMINISTRATIVE OFFICER, REF NO: 2021/154/OCJ**
Re-Advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Middelburg
 : Matric plus a three-year National Diploma/ Bachelor's Degree or equivalent qualification. A minimum two (2) years' relevant administrative experience. A valid driver's licence. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent communication skills and proficiency in English (verbal and written). Interpretation of law, legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management Services. Preparation of petitions. Attend to other related duties as assigned by the office. Management of staff.
- ENQUIRIES** : Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
- POST 24/30** : **JUDGES SECRETARY, REF NO: 2021/155/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court Western Cape Division, Cape Town
 : Grade twelve (12) or equivalent qualification with typing/ Secretarial Diploma. One (1) to three (3) years' Secretarial experience or as an Office Assistant. A Paralegal Qualification and/ or an LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. A valid driver's license. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills. Excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision, opinions or judgment entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, Judgments and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Render registrar duties for the judge in the court and also while on circuit court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or her visitors and attend to their needs. Management of Judge's library resources and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : May Be Forwarded To:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms N.P. Mudau.
Pretoria Regional Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele
Johannesburg Regional Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau
Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley for Attention: Ms. N Hlongwane
Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- CLOSING DATE** : 16 July 2021 at 16H00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Should you not have heard from us within the next months, please regard your application as unsuccessful.

OTHER POSTS

- POSTS 24/31** : **DEPUTY DIRECTOR: PROVISIONING AND LOGISTICS (SUPPLY CHAIN MANAGEMENT) REF NO: 2021/168**
- SALARY** : R733 257 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management Service
- CENTRE** : Pretoria Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management, Logistics, Administration, Business Management or Public Management or related equivalent qualifications as recognised by SAQA with relevant experience in supply chain management, procurement and logistics management, relevant management experience at junior or middle management level. A valid driver's license. Knowledge: Thorough knowledge and understanding of procurement-

related legislation, including- Public Finance Management Act; Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; State Information Technology Act; Public Service Act; and Public Service Regulations; National Archives Act as well as thorough knowledge and understanding of government procurement systems e.g LOGIS/ SAGE and processes; understanding of the government financial systems e.g. BAS / SAGE. Skills: Financial management; programme and project management skills; sound analytical and problem identification and solving skills; computer literacy; numeracy; relationship management; interpersonal and resource management skills; decision making skills; motivational skills; presentations; advanced communication skills (verbal including report writing) at all levels. Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Persuasive; Resourceful; People orientated; Assertive; Hardworking; Trustworthy. Self-motivated; Ability to work independently. Ability to work for long hours.

DUTIES : Advising managers on provisioning administration and logistical issues
Oversee LOGIS procurement processes and ensure reconciliation of all accounts. Manage turnaround times and service delivery of the unit. Ensure compliance with the NT Framework for Travel and manage procurement processes related to Travel Management. Manage Fleet and Subsidised Transport .Manage office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements to the functions in the Provisioning and Logistics environment. Manage the service levels of the transversal and term contracts. Ensure adherence to prescripts and provide advice regarding the above services to the Regional Office. Implement and maintain related policies and procedures. Monitor and evaluate compliance of processes with relevant policies and procedures. Manage the sub directorate’s office administration; manage human resource, equipment and finances as well as employment-related processes.

ENQUIRIES : Ms. T Phiri, Tel No: (012) 406 1116

POST 24/32 : **ASISSTANT DIRECTOR: CLIENT SUPPORT MANAGER REF NO: 2021/169**
Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY CENTRE REQUIREMENTS : R470 040 per annum
: Head Office (Pretoria)
: A three year tertiary qualification in Information Technology/Information Systems or equivalent ICT qualification (relevant working experience in an IT environment). Expert knowledge of ICT governance frameworks and an understanding of System Development Life Cycle. ICT technical professional certifications (A+, N+, Ms Proficient level) will be advantageous. Knowledge of Networks Infrastructure, IT Governance, Procurement processes, Computer systems analysis, various IT equipment, software, call logging systems and general IT troubleshooting and Public Finance Management Act. Possess strong verbal and written communication. The candidate must demonstrate high interpersonal and report writing skills. Possess tact, good ethics and high level of diplomacy. Hands-on team approach and have ability to take initiative. An exposure to ICT client / customer services environment will be an added advantage. A valid driver’s license.

DUTIES : Develop and ensure the implementation of Information Technology related Client Relations Management strategies-: Drive the delivery of high quality client services across the organisation and become the single entry point of contact for all users’ complaints. Manage the relationship between business units and ICT. Coordinate the schedules and allocation of tasks to the technicians. Enable the support team to carry the day-to-day tasks. Keep up to date with new developments in the information technology field; development of client relations management strategies; ensure that all stakeholders adhere to the developed client relations management strategies; Ensure provision of frontline ICT support for users-: manage the system for logging, monitoring and resolving ICT systems-based problems; liaise and interact with users on call logging procedures; monitor and ensure timeous resolution of all calls logged through the call centre; oversee and ensure that technicians attend to all calls logged; Identify opportunities to deliver a high level of customer experience and satisfaction-: improve the quality of support

delivered to users through the ongoing review of services provided; make sure team/unit staff understand expected goals and acknowledge success; identify resource needs and ensure goals are achieved within budget and deadlines; Undertake quality assurance testing across systems, platforms and devices and to ensure compliance with appropriate accessibility guidelines. Supervise employees to ensure an effective service delivery-: 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 and conduct discipline supervisees and Prepare reports. Communicate Technology and systems related issues to ICT clients.
Ms. L Skhosana, Tel No: (012) 406 1286 / (012) 492 2317

ENQUIRES

POST 24/33

CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2021/170

SALARY CENTRE REQUIREMENTS

R470 040 per annum
Pretoria Regional Office
A three year tertiary qualification in Electrical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

DUTIES

Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES

Mr. M Mabala, Tel No: (012) 310 5092

POST 24/34

CHIEF ARTISAN: WORKSHOP REF NO: 2021/172 (X4 POSTS)

SALARY CENTRE REQUIREMENTS

R386 487 per annum
Pretoria Regional Office
Carpentry (1 Post)
Plumbing (1 Post)
Electrical (1 Post)
Mechanical (1 Post)

REQUIREMENTS

Proof of having passed a Trade Test and Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Knowledge of the PFMA and the OHSA. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, production, process knowledge and skills. A valid driver's License

DUTIES

Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities

ENQUIRIES

Mr. J. de Wit, Tel No: (082) 889 0283

POST 24/35

ASSISTANT DIRECTOR: COSTING, FUNDING AND BUDGET MANAGEMENT: FINANCIAL PLANNING (PMTE) REF NO: 2021/173

SALARY CENTRE REQUIREMENTS

R376 596 per annum
Head Office (Pretoria)
A three year tertiary qualification in Accounting, Financial Management or equivalent qualifications. Extensive appropriate working experience in budgeting and planning for property related expenditure and willing to adapt to

work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

DUTIES : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget input and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from financial systems; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments

ENQUIRIES : Mr. M Mathabatha, Tel No: (012) 406 1968

POST 24/36 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2021/174**

SALARY : R376 596 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Finance or related qualification and relevant experience. Supervisory experience. Knowledge of the property industry, property management processes and systems, procurement and tender regulations, Public finance Management act, Treasury Regulations. Financial delegations and applicable financial management legislation. Effective communication skills, advanced report writing, numeracy and accounting, computer literacy. Ability to work with service providers and clients at various levels. Organising and planning, relationship management, project management skills. Interpersonal and diplomacy skills, Presentation skills, analytical skills, problem solving skills, decision making skills, negotiation, conflict resolution, and motivational skills. Innovative, creative, solution orientated-ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, people orientated, hard-working and highly motivated.

DUTIES : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular and unauthorized expenditure. Assist in compilation of sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Assisting the Deputy Director with the Debt Management of suppliers. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr. L Botshobana, Tel No: (053) 838 5272

POST 24/37 : **ASSISTANT DIRECTOR: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2021/175**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Purchasing Management/ Logistics Management, Financial Management, or related qualification. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Ensure that SCM prescripts, processes are complied with in line with the relevant legislative and regulatory frameworks. Manage, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analysing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW. Management of resources within the unit.

ENQUIRY : Mrs. TN Khubana, Tel No: (012) 406 1153

POST 24/38 : **ASSISTANT DIRECTOR: SCM ACQUISITIONS MANAGEMENT REF NO: 2021/176**

SALARY : R376 596 per annum
CENTRE : Kimberly Regional Office

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management or related qualification as recognised by SAQA. Relevant supply chain and supervisory experience. Valid driver's licence. Thorough knowledge and understanding of government procurement systems and relevant legislation, supply chain management, management of databases, built environment industry, monitoring and evaluation theory and methodology. Monitoring and evaluation systems good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills. Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, able to establish and maintain networks, trustworthy, assertive, hard-working, self-motivated, ability to work independently.

DUTIES : Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid

Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders evaluated. Checking of the prohibition of status of the recommended company and its directors with National Treasury. Check company status on CSD website (trading status & ownership). 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 required with regard to financial and HR administration. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise 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 standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES

: Ms. W Khumalo, Tel No: (053) 838 5359

POST 24/39

: **LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (M5): LEGAL SERVICES REF NO: 2021/177**

SALARY CENTRE REQUIREMENTS

: R373 389 - R912 504per annum (All-inclusive salary package) (OSD)
 : Pretoria Regional Office
 : LLB degree with minimum of 8 years postgraduate legal experience. Knowledge of and experience in drafting of contracts and other legal instruments. Knowledge and understanding of government supply chain management. PFMA. Treasury Regulations. PPPFA.CIDB Act and Regulations PAJA Act. Works Control System (WCS).Prescripts of the GCC 2010(Engineering and Construction works) JBCC (Principal Building Agreement) and Mandate and functions of the Department, system and operations of South Africa Courts of law. Interpretation of legislation, Magistrates Court Act and Rules as well as the Supreme Court Act and rules. Drafting and interpreting skills, communication and interpersonal Skills, maintenance of confidentiality of information. Language proficiency. Computer literacy (MS Office).

DUTIES

: Assist in administering Departmental contracts. Assist in the acceptance of bids and enter into contracts on behalf of the department. Assist in safe keeping of guarantees and contractual documents. Ensure completeness of contract documents for safekeeping. Provide information and access to documents to auditors and project managers. Assist Regional Offices and Head Office in registering financial details of contractors. Facilitate the release of guarantees upon completion of construction projects. Extract information from the works control system (WCS) and interact/liaise with officials from other Department and member of the public. Prepare techno-legal opinion and peruse and comment on a variety legal documents to ensure that they are legally complaint. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Ensure the effective administration of legal matters of the Department. Draft contracts and forward them for signature. Receive and peruse correspondence from various Offices of the State Attorney's to ensure that they are in accordance with the instructions of the Department. Receive and Peruse summonses served on the Department, consider the claims and instruct the Office of the State Attorney with clear mandate on whether to settle or defend the claims. Assist in labour relations issues by presiding over misconduct hearings and /or initiate on behalf of the Department and appear on behalf of the Department before the relevant bargaining council. Assist supervisor in the training and management of staff.

ENQUIRIES

: Ms. T. Phiri, Tel No: (012) 406 1116

POST 24/40 : **ENGINEERING TECHNOLOGIST PRODUCTION, GRADE A REF NO: 2021/178**

SALARY : R363 894 - R392 283.per annum (OSD Package).
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A Bachelor of Technology in Engineering(B Tech) or relevant qualification, Three years post qualification Engineering Technologist experience required Valid divers license, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Networking, Professional judgement, Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising, People management.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr. V Ncube, Tel No: (011) 713 6128

POST 24/41 : **CHIEF WORKS MANAGER: MECHANICAL TECHNICAL MAINTENANCE REF NO: 2021/179**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification in mechanical field couple with extensive experience in the technical field or N3 plus a trade certificate with extensive experience. Applicable knowledge of the PFMA, OHSA, national building regulations and building standards. A candidate must be in a possession of a driver's license. Willingness to travel. Computer literate. Ability to work under pressure and to solve problems. Project management skills. Property and facilities management skills. Knowledge of government procurement process and system. Good analytical skills. Strong verbal and written communication skills.

DUTIES : Prepare specifications/scope of work for unplanned, routine/planned maintenance, minor new works and the associated costs. Prepare submissions for delegation 12. Ensure that projects are approved. Prepare and monitor progress reports. Provide variance order. Arrange for first and final deliveries. Prepare, update assets register (mechanical). Compile scope of works and prepare estimates as well as technical reports. Certification and verification of invoices/quotation. Prepare and compile submissions and progress report on a monthly basis.

ENQUIRIES : Mr. J Mabala, Tel No: (012) 310 5092

POST 24/42 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DPWI PORTFOLIO REF NO: 2021/180**

SALARY : R316 791 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial and/or Public Administration, Marketing, Human Resources Management, Real Estate Management or Built environment. Appropriate working experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A

		valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy: Word, Excel, Power Point, etc. Ability to work under pressure, meet tight deadlines and work independently and be part of the team.
<u>DUTIES</u>	:	You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: DPWI Portfolio. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.
<u>ENQUIRIES</u>	:	Ms. M Dumane, Tel No: (012) 406 1010
<u>POST 24/43</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: USER DEMAND MANAGEMENT, DCS, FINANCE AND ADMINISTRATION CLUSTER REF NO: 2021/181</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance and or Public Administration, Marketing, Law, Real Estate Management or the Built Environment. Relevant work experience in the field of User Demand Management/ Key Accounts Management within the Public Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA), Works Control System (WCS), PMIS and Archibus Systems, Public Finance Management Act (PFMA), IDMS and Treasury Regulations, User Asset Management Plans (UAMP), financial systems e.g. LOGIS, Knowledge of the build environment, programme, project, property, Construction, OHS, financial administration, procurement processes, and systems, and facilities management. Specific knowledge of correctional services portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to a work schedule in accordance with office requirements. A valid driver's licence and be prepared whenever there is a need to attend progress site meetings.
<u>DUTIES</u>	:	You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Accounts Management DCS and others. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS System. Drafting of Procurement Instruction (PI) to executing units in Head Office and Regional level. Compilation of Pre-Design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with Clients regarding Lease, facilities and maintenance administration. Prepare preliminary cost analysis for lease accommodation. Obtain project cash flow and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/ conferences/ workshops. Ensure the effective flow of information and documents to and from the office of the

		Director. Ensure the safe keeping of all documentation in line with relevant legislations and policies.
<u>ENQUIRIES</u>	:	Mr. M Time, Tel No: (012) 406 1152
<u>POST 24/44</u>	:	<u>SENIOR ADMIN OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2021/182</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Logistics, SCM, Purchasing or related qualifications. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
<u>DUTIES</u>	:	Compile a Procurement Plan. Conduct a market and industry analysis. Co-ordinate the procurement and processing of bids. Serve as a secretariat to Bid committees. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the Bid committees meetings and distribution of such Minutes agendas to members of the Bid committees together with the submissions for consideration. Advise the Bid committee on procurement processes and prescripts. Liaise with project managers and project leaders with respect to Bid recommendation submissions and make follow up on decision taken by the Bid committees. Check submitted bids for responsiveness criteria. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Compile bid committee reports. Ensure advertising of tenders in the Government Tender Bulletin. Compiling of tender documents and handing out of tender documents to contractors. Ensure SCM compliance in all BAC submissions. Ensure the Opening of tenders. Attend briefing session where necessary. Compile letters, memoranda, circulars & staff notices. Monitor the validity periods of all tenders until the award stage, confirmation of prices and unit rates from contractors. Manage and administer contracts. Supervise Admin Officer/s within the unit. Assist the Head of the unit on all procurement related functions and also perform any other assigned duties in relation to the implementation of the SCM.
<u>ENQUIRIES</u>	:	Mrs. TN Khubana, Tel No: (012) 406 1153
<u>POST 24/45</u>	:	<u>ARTISAN FOREMAN: PAINTER WORKSHOP REF NO: 2021/183</u>
<u>SALARY</u>	:	R304 263 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 10, Appropriate Trade Test Certificate; Five years post qualification experience in painting/glazing as an Artisan. Knowledge of OHSA Act. A valid driver's license. Installation Rules.
<u>DUTIES</u>	:	Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair register is updated. Report writing. Repairs of faults.
<u>ENQUIRIES</u>	:	Mr. P Papo, Tel No: (072) 061 3240
<u>POST 24/46</u>	:	<u>ADMIN OFFICER: TRANSPORT: PROVISIONING AND LOGISTICS REF NO: 2021/184</u>
<u>SALARY</u>	:	R257 508. per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Fleet Management or equivalent qualification with relevant experience in fleet management .A valid driver's license. Strong verbal and written communication skills. Computer literacy is essential. Attributes: Understanding of PFMA and Public Service Act.

- DUTIES** : Manage fleet contract and subsidized cars. Provide and maintain departmental pool cars for official purposes. Arrange petrol cards and maintenance. Process log sheets for all departmental pool and subsidized cars. Verify kilometers travelled and prepare monthly reports.
- ENQUIRIES** : Mr. SS Mabanne, Tel No: (012) 406 2015
- POST 24/47** : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2021/185**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: Mmabatho Regional Office
: A three year qualification in Property Management, Real Estate, Property Law, Financial Management and B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' licence is a must have. Willingness to travel extensively.
- DUTIES** : Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
- EQUIRIES** : Ms. J Sethoke, Tel No: (018) 386 5223
- POST 24/48** : **ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2021/186**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: Pretoria Regional Office
: A three year tertiary qualification in Property Management/ Built Environment and appropriate experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Act and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
- DUTIES** : Updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximization of property utilization and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government (s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administrate duties as requested by the Property Manager.
- ENQUIRIES** : Mr. T Tshilwane, Tel No: (012) 310 5127
- POST 24/49** : **ARTISAN: WORKSHOP CARPENTERS REF NO: 2021/187 (X2 POSTS)**
- SALARY CENTRE** : R190 653 per annum
: Pretoria Regional Office

<u>REQUIREMENTS</u>	:	Grade 10 and a completed Trade Test Certificate as Carpenter. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver`s license.
<u>DUTIES</u>	:	Maintain and repair technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operations according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.
<u>ENQUIRIES</u>	:	Mr. F Aucamp, Tel No: (082) 317 7774
<u>POST 24/50</u>	:	<u>SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2021/188 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703. per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIEREMENTS</u>	:	A Senior Certificate/Grade 12 or equivalent qualification and Grade 'B' PSIRA accredited certificate, relevant experience within security industry, Be prepared to work extensive rotational hours. Knowledge of Occupational Health and Safety Act. Control of Access to Public Premises and Vehicles Act. Criminal Procedures Act. Private Security Regulatory Authority Act. National Key Point Act. Knowledge of Computer literacy, willingness to travel on a regular basis and valid driver's license is essential, communication and interpersonal skills, planning, negotiation and conflict resolution.
<u>DUTIES</u>	:	Control of access in and out of the buildings occupied by the Department of Public Works and Infrastructure, Ensure all visitors complete access control registers and furnish positive identification (ID, Driver's License and passport), Ensure all contractors complete contractors access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggage's/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the Occurrence Book, Conduct escort duties, Perform production security duties, Perform control room duties including monitoring of CCTV and key control through registers. Ensure proper security housekeeping rules are adhered to.
<u>ENQUIRIES</u>	:	Mr. T Maila, Tel No: (012) 310 5181
<u>POST 24/51</u>	:	<u>ADMIN CLERK: WORKSHOPS REF NO: 2021/189</u>
<u>SALARY</u>	:	R173 703 per annum.
<u>CENTRE</u>	:	Pretoria Regional Office.
<u>REQUIREMENTS</u>	:	A Senior Certificate/ Grade12 or equivalent with relevant experience in administration of job cards. knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act ,Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Register and file new job cards; make follow up on outstanding job cards; monitor the updating of information on job cards; circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders; maintain statistical information; support effective and efficient administration of workshops; ensure continuous adherence to OHSA policies.
<u>ENQUIRIES</u>	:	Mr. J de Wit, Tel No: (012) 889 0283
<u>POST 24/52</u>	:	<u>SENIOR GENERAL FOREMAN: CLEANING SERVICES REF NO: 2021/190</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Must be in possession of a valid driver's license and willing to travel extensively.

DUTIES : Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning material and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES : Mr. S Kutu, Tel No: (012) 310 5993

POST 24/53 : **FOREMAN GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2021/191 (X5 POSTS)**

SALARY : R145 281 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : Applicant must at least have a Junior certificate. ABET or equivalent and relevant experience. Have exposure in dealing with people of high profile. Be able to handle a large staff component. Valid driver's license and be prepared to travel.

DUTIES : The Supervision of personnel and horticultural. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties & garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Manage plant decorations and flower arrangements as requested

ENQUIRIES : Mr. HC Mambana Tel No: (012) 342 2033

POST 24/54 : **SECONDARY DRIVER: WORKSHOP REF NO: 2021/192**

SALARY : R122 595 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

DUTIES : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

ENQUIRIES : Mr. I More, Tel No: (082) 803 5321

POST 24/55 : **TRADESMAN AID: PRETORIA WORKSHOP (X10 POSTS) REF NO: 2021/193**

SALARY : R122 595.per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.

DUTIES : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

ENQUIRIES : Mr J. De Wit, Tel No: (082) 889 0283

POST 24/56 : **MESSENGER: FACILITIES MANAGEMNT REF NO: 2021/194**

SALARY : R102 5345 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 and appropriate experience in messenger driving. Knowledge of Minimum Information Security Standards (MISS) Act. Skills: Effective

- communication (verbal and written). Willing to adapt work schedule in accordance with office requirements. A Valid driver's license.
- DUTIES** : Collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents and face value documents, copies of documents, fax documents, and collect office consumables. Drive departmental officials as may be requested. Transport mail and documents for distribution.
- ENQUIRIES** : Mr. HC Mambana, Tel No: (012) 342 2033
- POST 24/57** : **MESSENGER: REGISTRY REF NO: 2021/195**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Pretoria Regional Office
: ABET Level 3 or equivalent qualification coupled with relevant experience. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients. Driver's license will be an advantage.
- DUTIES** : Deliver and collect post/ parcels at the post office, collect and deliver stationery/ documents, photocopy official documents, collect office consumables. Support the security profile of the office; support registry related activities; support operator related activities.
- ENQUIRIES** : Ms. S Maruma, Tel No: (012) 310 5166
- POST 24/58** : **GENERAL WORKER: WORKSHOP REF NO: 2021/196 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Durban Regional Office
: Applicants must have a Junior Certificate, ABET Level 3 or equivalent qualification and 2 to 5 years relevant working experience. Good understanding of the OHS Act, and technical maintenances. Basic communication skills.
- DUTIES** : Ensure the effective delivery of technical maintenance. Assist with checking and reporting faults. Assist Artisans with obtaining quotations related to equipment and materials required. Cut grass and clean surrounding environments at sewerage plants, fish ponds and boiler houses. Assist with movement of furniture around buildings. Collect stationery for the section. Remove rubbish \ refuse around buildings.
- ENQUIRIES** : Mr. MM Zuma, Tel No: (031) 305 6438
- POST 24/59** : **GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2021/197 (X5 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Pretoria Regional Office
: A Junior Certificate or Abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.
- DUTIES** : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.
- ENQUIRIES** : Mr. HC Mambana Tel No: (012) 342 2033
- POST 24/60** : **CLEANER: CLEANING SERVICES REF NO: 2021/198 (X16 POSTS)**
- SALAR CENTRE REQUIREMENTS** : R102 534 per annum
: Pretoria Regional Office
: Grade 10 or Standard 8, ABET Level 3 or equivalent and appropriate experience in cleaning environment. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage cleaning materials and equipment will be an added advantage.
- DUTIES** : Cleaning offices, reception area, toilets and basins and wall tiles, empty dustbins and wash floors. Sweeping passages, floors and pavements.

Scrubbing, mopping and polishing floors. Dusting and polishing furniture. Cleaning windows, doors, and walls, vacuum offices and stripping floors.
ENQUIRIES : Mr. S Kutu, Tel No: (012) 310 5993

POST 24/61 : **CLEANER: FACILITY MANAGEMENT REF NO: 2021/199(X20 POSTS)**

SALARY : R102 534 per annum
CENTRE : Mmabatho Regional Office
Magistrate Courts around North West
Pochefstroom (X05 Posts)
Klerksdorp (X05 Posts)
Wolmaranstad (X01 Post)
Rustenburg (X02 Posts)
Vryburg (X02 Posts)
Brits (X02 Posts)
Koster (X01 Post)
Itsoseng (X02 Posts)

REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture. NB: Preference will be given to males.

ENQUIRIES : Ms. M Llali, Tel No: (018) 386 5379

POST 24/62 : **FOOD SERVICE AID: CLEANING SERVICES EF NO: 2021/200**

SALARY : R102 534 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 or basic literacy ABET. Must be able to read and write.
DUTIES : The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas

ENQUIRIES : Mr. S Kutu, Tel No: (012) 310 5993

**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.
- CLOSING DATE** : 23 July 2021
- 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.
- ERRATUM:** Kindly note that the post of Assistant Director: Supply Chain Acquisition (salary Level 9), Centre: Bloemfontein with reference number PWI 21/19 (1xPost) advertised in the public Service Circular 23 dated 25 June 2021. The requirement and duties of the post have been amended as follows:
- Requirements:** An appropriate recognized Bachelor's degree or equivalent qualification in Supply Chain Management/Commercial/Economical/ Financial services 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:** Coordinate (synergize), review and execute the bidding process policies in terms of the supply chain management legal framework and policies. Provide secretarial services to the Bid Evaluation Committee and Bid Acquisition Committee (including obtaining approval and compiling bid documents). Invite quotations, publish tender, expressions and proposal invitations. Receive and opening of tender documents. Evaluate and adjudicate the expressions of interest. Ensure that procurement is carried out through suppliers registered on Central Supplier Database and where applicable through the CIDB register of contractors. Compile a database of approved suppliers in terms of approved national norms and standards. Coordinate, review, and source quotations from suppliers registered on 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. 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 in terms of the required standards. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. People who applied are encouraged to re-apply, the closing date will be 16 July 2021.

OTHER POSTS

POST 24/63 : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: PWI 21/26 (1 POST)**
Directorate: Security Services

SALARY : R733 257. per annum. (A basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : An appropriate recognized Bachelor's Degree or equivalent qualification. Minimum of 3-5 years' experience in Security Management or related field. Completed SSA Security Manager Course. Sound knowledge of MISS, MPSS and Events Management. Good coordination and, organizational and planning, Communication (written and verbal) report writing skills, contract management, interpersonal relations, conflict management and resolution, security management. Ability to work long hours voluntarily and travel extensively, gather information and analyze reports, develop and apply policies, work independently and in a team, lead multidisciplinary team, work under pressure, organize and plan under pressure. Registration with PSIRA, Driving Licence.

DUTIES : Ensure physical security appraisals is conducted in the Department. Consult with SAPS in compliance with the MPSS. Conduct security Threat and Risk Assessment (TRA) as per the MISS and MPSS. Draft recommendations on risk assessment reports and physical appraisals security for approval. Implement approved recommendations in the Department. Monitor Compliance of implemented recommendations. Implement the MISS Policy Framework. Ensure classified documents security. Develop and maintain Key control procedures. Develop, review, implement the security policy and access control directives. Conduct security training and awareness for all security officials. Conduct awareness session of security policy and access control system to staff. Ensure awareness to employees and relevant contractors and consultants of the institution, about the security policy and directives. Evaluate reports on losses of departmental property and security breaches. Compile reports on cases investigated. Conduct security planning meeting prior to event.

ENQUIRIES : Mr T Dhlamini, Acting Director: Security Services, Tel. No: (051) 492 3834

POST 24/64 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 21/27 (1 POST)**
Directorate: Security Services,

SALARY : R376 596 per annum. (Level 9) (A basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or equivalent qualification (NQF level 7), 3-5 years' experience in the field. Analytical skills. Problem solving skills. Strategic planning skills. Training Skills, Report writing skills. Good communication (verbal and written) skills. Computer skills (MS Word, Excel, Power-point, etc), Registration with PSIRA. Driving Licence.

DUTIES : Support the implementation of effective security operations and programs. Coordinate reporting of any security systems faults or defects by Security Officers, Support security operations in management and administration of resources, Support provisioning of effective and efficient Security investigation services, and support the implementation of security operations and protection, People management.

ENQUIRIES : Mr T Dhlamini, Acting Director: Security Services, Tel. No: (051) 492 3834

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 24/65** : **HEAD CLINICAL UNIT: ACCIDENT AND EMERGENCY REF NO: TEMBI/2021/HCU/01**
Directorate: Medical
- SALARY** : Grade 1: R1 728 807 – R1 834 890.per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Bachelor of Medicine and Bachelor of Surgery plus MMed (Emerg Med) or FCEM (SA). Registration with the HPCSA as a Medical Specialist in Accident and Emergency with minimum of 5 years appropriate experience as a Medical Specialist. The person should have wide-ranging experience in managing Emergency services as well as health services. Extensive and appropriate experience in all aspects of clinical care, evidence of teaching and research. Knowledge, skills and competencies; Proven Management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource and Management. Conflict resolution and problem-solving skills.
- DUTIES** : Overall supervision teaching of doctors and nurses and management of the Accident and Emergency discipline in the Hospital. Ensuring that there are protocols for the management of common Medical Emergencies and that there is compliance to the protocols and guidelines. Clinical Governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place. Participate in clinical research and academic programme in the clinical Department. Organize and supervise daily duties of doctors. Manage own PMDS and that of subordinates. Responsible for management of disaster situations in the institution.
- ENQUIRIES** : Dr. M.J Mathabathe Tel No: (011) 923-2151
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: TembisaHR1.HR@gauteng.gov.za
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&Tclaims.
- CLOSING DATE** : 16 July 2021
- POST 24/66** : **HEAD CLINICAL UNIT: RADIOLOGY REF NO: TEMBI/2021/HCU/01**
Directorate: Medical
- SALARY** : Grade 1: R1 728 807 – R1 834 890.per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Bachelor of Medicine and Bachelor of Surgery plus MMed (Rad D) or FC Rad Diagnostics (SA). Registration with the HPCSA as a Medical Specialist in Radiology with minimum of 5 years appropriate experience as a Medical Specialist in Radiology. Extensive and appropriate experience in all aspects of clinical care, teaching and research. Certificates of service for all periods of employment. Knowledge, skills and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.
- DUTIES** : Overall supervision and management of the Radiology discipline in the Hospital. Clinical management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to the protocols and guidelines. Improving quality of services, safeguarding high standards of care and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streamlining of referrals within

the cluster. Be a key role player in the extension of the academic platform at Tembisa Provincial Tertiary Hospital. Contribute to the functional transition of the unit from largely providing primary and secondary services to an increased proportion of tertiary services. Conduct or plan for operational (informal) research which will inform the planning of services to be responsive to the health needs of the community. Assist in the identification of areas for formal research to ensure that all research conducted by external stakeholders will be beneficial to the institution and the community at large. Deliver the quality of diagnostic radiology expected in Tertiary hospital, Supervise and advice medical officers and radiographers, Manage own PMDS and that of subordinates. Evaluate patient's medical history and commutate tests and their diagnosis through written or verbally report.

ENQUIRIES : Dr. M.J Mathabathe Tel No: (011) 923-2151
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: TembisaHR5.HRM@gauteng.gov.za

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on [new Z83 form](#), obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&Tclaims.

CLOSING DATE : 16 July 2021

POST 24/67 : **CLINICAL MANAGER GRADE 1 (1 POST)**
 Directorate: Office of the CEO

SALARY : Grade 1: R1 173 900 – R1 302 849 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : MBCHB or equivalent, plus current registration certification with HPCSA as a Medical Practitioner. A minimum of 4 years` appropriate experience as a Medical Officer after registration as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A drivers` license (code B/EB) is an inherent requirement. Competency and skill in clinical domain: computer literate, sound planning, negotiating and decision -making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, outlook, power point). Must be willing to work under pressure and stressful situations.

DUTIES : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programmes in line with the provincial and national standards. Assist with implementation of ideal hospital realisation and maintenance framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and 110 drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : Dr. P.S Lobo Tel. No: (011) 812 8854/6
APPLICATIONS : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS)

Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE

: 16 July 2021

POST 24/68

: **MEDICAL SPECIALIST (1 POST)**

Directorate: Paediatrics

SALARY

: Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Grade 12 certificate. Appropriate qualification that allows registration with the health professions Council of South Africa (MBChB degree or equivalent) as a specialist in Paediatrics. Registration certificate with the Health Professions Council of South AFRICA (HPCSA) as a Medical Specialist. Current registration with the HPCSA as an Independent Medical Specialist (2021-2022). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

DUTIES

: Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses and other category of clinical staff within the unit. Attend meetings of Head of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

ENQUIRIES

: Dr P.S Lobo Tel. No: (011) 812 8854/6

APPLICATIONS

: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE

: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE

: 16 July 2021

POST 24/69

: **MEDICAL SPECIALIST GRADE1-3 REFS NO: SBAH 67/2021**

Directorate: Vascular Surgery.

SALARY

: R1 106 040- R1 467 651 per annum plus benefits

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: MBChB MMed (surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner.

DUTIES

: Act as Fellow in the division of vascular surgery performing clinical, teaching and research tasks. Vascular Surgery case load. Management including clinics, wards and theatre. This appointment is on joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore, all academic appointees are expected to engage in active research. A Research degree will be a definite advantage. Two-year contract.

<u>ENQUIRIES</u>	:	Prof. T Mulaudzi Tel No: (012) 354 2099
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/70</u>	:	<u>DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES - GRADE 1, REF NO: SDHS/2021/06/25 (X1 POST)</u> Directorate: Clinical Support and Therapeutic Services
<u>SALARY</u>	:	R857 559 – R951 765 per annum (Inclusive package)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENT</u>	:	Grade 12 certificate or equivalent. A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Optometry, Physiotherapy, Social Work, Radiography, Environment Health, Dietician and Nutrition (qualification) which allows you to register with HPCSA/SACSSP. A minimum of 3 years appropriate experience after registration with HPCSA/SACSSP. Must be on an Assistant Director/Coordinator or Chief post for minimum of 3years. Extensive Managerial Experience of at least minimum of 6-10 year experience in the health sector. Management course and post graduate qualification will be an added advantage. Applicants are expected to submit copy of their current HPCSA SACSSP annual registration card and certified HPCSA/SACSSP independent Practice Certificate. Applicants must be in possession of a valid South African driver's license. Knowledge And Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Competences Skills: Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Research, Policy development, Knowledge management skills, Problem Solving skills. Attributes: Good Interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Applicants should be prepared to undergo technical assessment, pre-employment and periodic medical surveillance as part of the employment conditions. Must be willing to travel extensively within district and province.
<u>DUTIES</u>	:	Provide strategic and operational direction to staff and stakeholders. Integrate Therapeutic Services within priority all Programmes in the district. Improved access to all Therapeutic Services package of care within the district. Develop/implement a strategic plan and operational plan. Participate in the development, implementation and monitoring of District Health Plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professionals and management problems and policy issues. Leads and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support Ideal Clinic Programme & Quality improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery in the District. Integrate and manage performance information structures and systems within existing management processes and systems. Facilitate performance information management, reporting and accountability. Effective Human Resource planning to ensure workforce aligned with the current and future needs of the district health services. Ensure optimal governance, build capable and accountable strategic leadership and management in the district. Build an enabled, productive, motivated and empowered workforce. Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track budget. Monitor expenses and payments. Develop and implement cost reduction initiative. Ensure equitable distribution of all resources to achieve optimal patient care.

Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per district health communication protocols/organogram. Maintain professional and ethical standards. Effective management of own performance and staff using Performance Management and Development System.

ENQUIRIES : Mr. J. Kubheka – Tel No: (016) 950 6000
APPLICATIONS : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers/Human Resource Offices 2nd Floor, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE : 16 July 2021

POST 24/71 : **MEDICAL REGISTRAR REFS NO: SBAH 68/2021**
Directorate: Otorhinolaryngology (ENT)

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. A valid registration with HPCSA as an independent Medical Practitioner. ENT College primaries exam must have, intermediates preferably.6 months to 1-year experience. Patient care, Service Rendering, Teaching, Research, Administration.

DUTIES : Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in the respect of administration, teaching and research. Liason, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management task in the department of Ear, Nose and Throat. Surgery of a tertiary academic hospital.

ENQUIRIES : Prof. M Tshifularo Tel No: (012) 354 2702
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 July 2021

POST 24/72 : **MEDICAL OFFICER GRADE 1 REFS NO: SBAH 69/2021**
Directorate: Otorhinolaryngology (ENT)

SALARY : R821 205 per annum plus benefits

- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
 : MBChB or equivalent. A valid registration with HPCSA as an independent medical practitioner. Patient care, Service Rendering, Teaching, Research, Administration.
- DUTIES** : Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in the respect of administration, teaching and research. Liaison, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optimal treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management tasks in the department of Ear, Nose and Throat. Surgery of a Tertiary Academic Hospital.
- ENQUIRIES APPLICATIONS** : Prof. M Tshifularo Tel No: (012) 354 2702
 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 July 2021
- POST 24/73** : **MEDICAL OFFICER REF NO: TDHS/A/2021/46 (X3 POSTS)**
 Directorate: Mental Health (NGCT)
- SALARY** : Grade 1: R821 205 – R884 670 per annum
 Grade 2: R938 964 – R1 026 693 per annum
 Grade 3: R1 089 693 – R1 362 366 per annum
- CENTRE REQUIREMENTS** : Tshwane District Health Services
 : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Current registration with the HPCSA as a medical officer. Sound clinical knowledge and skills in psychiatry, ability to work in a multidisciplinary team (MDT), knowledge of legislation, policies and procedures pertaining to mental health care users, computer literacy and a valid driver's license. Experience in PHC and community psychiatry will be an added advantage.
- DUTIES** : To render clinical service in community psychiatry for children, adolescents, adults and geriatrics in Clinics, Community Health Centers and District hospitals in Tshwane District. Render comprehensive psychiatry services in the District. Implement quality improvement processes to address identified problems related to patient care in consultation with other stakeholders. Report to the District Specialized Team, multidisciplinary team, and the district management to ensure smooth running of psychiatry services. Implement and participate in structured, continued professional programmes to optimize the knowledge and skills in the district (medical officers, PHC nurses, MDT and students). Render psychiatric services to patients in district healthcare facilities. Do team leading duties for District NGO Governance Teams. The incumbent will be expected to participate in any other medical duties as directed by the Chief Director.
- ENQUIRIES APPLICATIONS** : Mr Julian Lehau Tel No: (012) 451 9073
 : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful.
- CLOSING DATE** : 16 July 2021
- POST 24/74** : **MEDICAL OFFICER (SURGERY) (1 POST)**
 Directorate: Medical
- SALARY** : Grade 1: R821 205 – R884 670 per annum
 Grade 2: R938 964 – R1 026 693 per annum
 Grade 3: R1 089 693 – R1 362 366 per annum

<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
	:	Grade 12 certificate. Appropriate qualification that allows registration with the health professions Council of South Africa (MBCHB degree or equivalent). Registration certificate with the Health Professions Council of South AFRICA (HPCSA) as a Medical Officer. Current registration with the HPCSA as an Independent Medical Officer (2021-2022). Valid work permit for non-South AFRICAN must be attached. Good communication, organisational and conflict resolution skills. The candidate should be interested in General Surgery as a Specialty.
<u>DUTIES</u>	:	The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster, compiling and presenting mortality and morbidity statistics and 72 maintaining accurate patient records. Participate in research projects and academic meetings. Supervise and teach interns and medical students.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. L Kilani Tel. No: (011) 812 8300
	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/75</u>	:	<u>MEDICAL OFFICER (EMERGENCY DEPARTMENT) (1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 366 per annum
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
	:	Grade 12 certificate. Appropriate qualification that allows registration with the health professions Council of South Africa (MBCHB degree or equivalent). Registration certificate with the Health Professions Council of South AFRICA (HPCSA) as a Medical Officer. Current registration with the HPCSA as an Independent Medical Officer (2021-2022). Valid work permit for non-South AFRICAN must be attached. Knowledge and experience in medical. Good written & verbal communication skills. Ability to work under pressure. ACLS and ATLS will be added advantage.
<u>DUTIES</u>	:	The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster, compiling and presenting mortality and morbidity statistics and 72 maintaining accurate patient records. Participate in research projects and academic meetings. Supervise and teach interns and medical students.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Stephen Tel. No: (011) 812 8300
	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS)

Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

CLOSING DATE

: 16 July 2021

POST 24/76

: **ASSISTANT MANAGER NURSING REF NO: EHD2021/07/01**

Directorate: HAST

SALARY

: R562 800 – R652 437 per annum (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 plus a basic qualification accredited with SANC in terms of Government Notice R425 i.e. Diploma Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of eight (08) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC (R425 qualification). At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Experience in HIV, AIDS and TB Program management. Current proof of registration with SANC. Evidence of Valid driver's license and able to drive. Computer Literacy is essential.

DUTIES

: Implement of the HAST strategic plan in line with triple 90, HIV and TB strategy. Collaboration and facilitate the development of the District HAST Business Plan. Effective monitoring of the budget allocation to ensure that resources are adequately supplied. Improving access to HIV and TB services through routine HTS, TB screening, Genexpert and PRC. Implementing quality assurance to the HIV and TB program to ensure sustained treatment viral suppression and cure rate. Implementation of Index Testing, CQI, TB and Tier.net. Liaise with local government, different levels of Health, Community structures and NPO's to improve service delivery. Management of all HTS outreach programs, monitoring CHW and their performance. Support NPO's funded by the Departmental of Health District. Community mobilization and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at District and Sub District level. Manage human, financial and physical resources for HAST and prepare source documentation for audit purpose. Report writing, perform all other duties delegated by Supervisor/ Manager.

ENQUIRIES

: Ms. M. Motloung 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 filled on NEW Z83 Form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents accompanied by a Comprehensive CV. 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

: 16 July 2021

POST 24/77

: **ASSISTANT MANAGER NURSING (GENERAL) (1 POST)**

Directorate: Nursing

SALARY

: R562 800 – R652 437 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Grade 12 basic qualification with SANC registration in terms of Government Notice 425 i.e. Diploma/ Degree in Nursing as a professional nurse a proof of

- current registration a minimum of eight (8) years appropriate/recognisable experience in nursing after registration as a professional nurse (General Nurse). At least three years of period referred to above must be appropriate/recognisable at management level. Have experience of managing medical wards. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literacy is an added advantage
- DUTIES** : Delegate, supervise and coordinate the provision of effective patient care through adequate. Initiate and participate in health provision to ensure consistent communication, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relation with nursing and stakeholders (i.e. inter-professional, inter-departmental and the multi-disciplinary team worker. Participate analysis, formulation and implementation of nursing guidelines, practices standard and procedures. Manage Human Resources, monitor and ensure proper utilisation of financial and assets. Maintain professional growth/ethical standards and development of self and subordinates. The job incumbent will be responsible to ensure implementation of National Core Standards/Ideal Hospital Realisation. Assist in career planning and development of staff reporting under him/her
- ENQUIRIES** : Ms K. Tinghisi Tel. No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 16 July 2021
- POST 24/78** : **CHIEF DIGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2021/07/01 (07 POSTS)**
Directorate: Rehabilitation Services
- SALARY** : R466 119 – R517 326. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Recognised National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years' experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Evidence of Valid driver's license and able to drive. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public service legislation, Policies and Procedures. Knowledge of current DoH Guidelines and policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedure, Quality Control and Record keeping processes is essential.
- DUTIES** : Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public service policies and Act. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liase Radiography service-related issues with other stakeholders (internal and external). Manage workflow in the entire

		department. Ensure timeous submission of monthly cost Centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.
<u>ENQUIRIES</u>	:	Ms. M.M Modise Tel No: (011) 876 1776
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be filled on NEW Z83 Form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents accompanied by a Comprehensive CV. 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.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/79</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: TDHS/A/2021/47 (TWO POSTS)</u> Directorate: HAST
<u>SALARY</u>	:	R444 276 – R500 031 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Five years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with focus on HIV, AIDS, STI & TB. In-depth knowledge of global and national HAST policies and guidelines. Project Management experience. Ability to manage multiple stakeholders with competing priorities. Other Skills / Requirements: Ability to function under pressure and within multi-sectoral team. Good verbal and written communication skills. Advanced computer skills. Valid driver's license.
<u>DUTIES</u>	:	Coordinate and support the implementation of the integrated HAST programmes across the district. Ensure that programme service delivery is rendered in line with national policy guidelines. Provide technical support to health facilities. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST programmes into Primary Health Care. Participate in the development of the annual HAST business plan, operational plan and performance plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly, and progress reports. Attend meetings and workshops. Ensure all health facilities have HAST guidelines. Ensure efficient referral system of clients for continuity of care.
<u>ENQUIRIES</u>	:	Dr. Omeh Tel No. (012) 451 9022 / 9037
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Lillian Ngoyi and Pretorius Streets, Pretoria 0001. Application box, 1 st floor at reception area.
<u>NOTE</u>	:	Application must be submitted on Z83 form, obtainable from any Public Service Departments. Certified copies of all required documents must be attached.
<u>CLOSING DATE</u>	:	09 July 2021

POST 24/80 : **OPERATIONAL MANAGER NURSING (GEN.UNIT) REF NO: TDHS/A/2021/48 (X 3 POSTS)**
Programme: Ward Based Primary Health Care Outreach Teams Program

SALARY : R444 276 – R500 031 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : A basic R425 qualification (i. e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with the SANC as professional nurse and provide proof of current registration. A minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing and Midwifery, Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage.

DUTIES : Provide leadership to Ward Based Primary Health Care Outreach Teams at sub district level. Provide training to Community Health Care Workers and outreach team leaders. Oversee activities of all outreach teams in the sub district. Supervise and guide the Ward Based Primary Health Care Outreach Teams in the sub district. Participate in stake holder consultation and liaison with facility managers, sub district managers and school health coordinators. Monitor and evaluate the activities of teams. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that teams function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan, attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Collate the monthly sub district reports and ensure submission of monthly, quarterly, and annual reports on time.

ENQUIRIES : Ms S Lerumo Tel No: (012) 451 9015
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE : 16 July 2021

POST 24/81 : **PROFESSIONAL NURSE (SPECIALTY NEPHROLOGY DIALYSIS) REF NO: HRM/2021/31 (1 POST)**
Directorate: Nursing

SALARY : Grade 1: R383,226 – R444, 276.per annum (OSD)
Grade 2: R471, 333 – R579, 696.per annum (OSD)

CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Current proof of annual registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in Nephrology Nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least one (1) year of the period referred to above must be appropriate/ recognizable experience working in Renal Unit after obtaining the one-year post-basic qualification in Renal Specialty. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including

report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

ENQUIRIES : Mr. S.E. Mofokeng, Tel No: (012) 842 0961
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: HR Recruitment and Selection.

NOTE : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

CLOSING DATE : 16 July 2021

POST 24/82 : **PROFESSIONAL NURSE (SPECIALTY ICU) REF NO: HRM/2021/32 (1 POST)**
Directorate: Nursing

SALARY : Grade 1: R383, 226 – R444, 276. per annum (OSD)
: Grade 2: R471, 333 – R579, 696 per annum (OSD)

CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year accredited with SANC in ICU nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1year of the period referred to above must be appropriate/ recognizable experience working in ICU after obtaining the one-year post-basic qualification in ICU specialty. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).

ENQUIRIES : Mr. S.E. Mofokeng, Tel No: (012) 842 0961
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: HR Recruitment and Selection.

NOTE : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

CLOSING DATE : 16 July 2021

<u>POST 24/83</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY TRAUMA NURSING) REF NO: HRM/2021/32 (1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R383,226 – R444, 276. per annum Grade 2: R471, 333 – R579, 696. per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year accredited with SANC in Trauma nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Accident & Emergency after obtaining the one-year post-basic qualification in Casualty setting. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.E. Mofokeng, Tel No: (012) 842 0961 must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: HR Recruitment and Selection.
<u>NOTE</u>	:	Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/84</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY ADVANCE MIDWIFERY NEONATOLOGY) REF NO: HRM/2021/33 (2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R383, 226 – R444, 276. per annum (OSD) Grade 2: R471, 333 – R579, 696.per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with duration of at least 1 year accredited with the SANC in terms of Governance Notice No. 212 in Advance Midwifery and Neonatology. Accredited with SANC in Nephrology nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in maternity after obtaining the one-year post-basic qualification in Advance Midwifery and Neonatology specialty. Competencies: Skills required: Good communication skills/verbal and written. Report writing skills. Sound

- interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate a basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time, and that of support personnel to ensure proper and smooth running of procedures in theatre.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student, and patient teaching. Ensure ongoing education and in-service training of Elimination of Mother-to-Child Transmission (EMTCT), Baby-Friendly Hospital Initiative (BFHI) and Essential Steps in Managing Obstetrics Emergencies (ESMOE). Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over Labour Relations issues according to laid down policies and procedures on discipline and grievance. Manage and supervise effective utilization of all resources e.g. human, financial, material.
- ENQUIRIES** : Mr. S.E. Mofokeng, Tel No: (012) 842 0961
- APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: HR Recruitment and Selection.
- NOTE** : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.
- CLOSING DATE** : 16 July 2021
- POST 24/85** : **PROFESSIONAL NURSE SPECIALTY (THEATRE) (1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R383 226 – R444 276. per annum
Grade 2: R471 333 – R579 696. per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree accredited with the South African Nursing Council, plus a one year post basic nursing qualification in the above-mentioned specialty registered with the South African Nursing Council and be able to work day and night shifts.
- DUTIES** : Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be ashift leader of the nursing team and relieving the operational manager. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift. Be required to work night shift.
- ENQUIRIES** : Ms. K. Tinghisi Tel. No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS)

Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE

: 16 July 2021

POST 24/86

: **SOCIAL WORKER SUPERVISOR (1 POST)**

Directorate: Allied

SALARY

: Grade 1: R384 228 – R445 425.per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Grade 12 plus 7 years' relevant experience. A bachelor's degree or equivalent qualification in Social work. Computer literacy (power point and excel) will be an added advantage. Good communication, report writing skills, supervision skills and problem-solving skills. Valid registration with SACSSP. Relevant experience in the social work field and health care services. Knowledge in the relevant policies, protocols/SOP and guidelines. Be able to work within multidisciplinary team.

DUTIES

: Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. 50% clinical work. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the administrative functions required on the job. Submission of weekly and monthly statistics and progress reports to the supervisor. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Ensure continuous professional development activities as required. Liase with universities to promote students training. Provide support, advice and guidance to social workers. Control working hours, absenteeism and leave of absence. Implement PMDS. Manage the available assets such as office furniture, stationery and telephone. Conduct in-service training

ENQUIRIES

: Ms. N Ntabane Tel. No: (011) 812 8421

APPLICATIONS

: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE

: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE

: 16 July 2021

POST 24/87

: **ASSISTAND DIRECTOR- HUMAN RESOURCE MANAGEMENT: REF NO: ODI/23/06/2021/01**

SALARY

: R376 596 - R443 601 per annum (plus benefits)

CENTRE

: Odi District Hospital.

REQUIREMENTS

: An appropriate degree or diploma in Human Resources with a minimum of 5 years HR experience on a supervisory level Or Grade 12 certificate with 10 years' experience in Human Resources. 10 years' experience should be supervisory experience in Human Resources. HR experience must be as an HR Generalist. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the Persal system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint). Knowledge of the Public Service Act, Public Finance Management Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Must be

- able to manage and lead a team. Ability to multi task and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Lead and manage the HR unit. Manage HR budget. Implement and Interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and Line Managers. Approve and qualify assure all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments. Grade progressions for OSD and non OSD. Ensure that persal related transactions and mandates forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage Staff Establishment and post filling. Draw up a post filling plan. Policy and procedures on Incapacity leave and Ill Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the performance Management and Development Systems (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Specimen signatures. Management of payroll. (ESS & Manual). Implement effective Human Resources and general administrative management within the unit. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and Evaluation to achieve Hospital Objectives. Attend weekly and monthly EXCO meetings, and any other meetings required to be attended. Prepare and submit consolidated monthly, quarterly, and annual reports to the CEO. Maintain ethical and professional conduct.
- ENQUIRIES** : Mr. Musie A Tel. No: (012) 725 2308
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : 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.
- CLOSING DATE** : 16 July 2021
- POST 24/88** : **MIDDLE MANAGER (MONITORING AND EVALUATION COORDINATOR)**
REF NO: TDHS/A/2021/49
Directorate: HAST
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Degree in public health, sociology, monitoring and evaluation or equivalent degree. A minimum of 3 year's working experience within HAST programme. 2 years Health Data Management experience (webDHIS, Tier.Net and EDRWeb). 2 – 5 years' experience in Monitoring and Evaluation of Tuberculosis or Health related programmes. Experience in data or information management in a health environment. Other Skills: Knowledge of Department of Health policy directives and data flow programs. Knowledge and understanding of HAST strategic work plan. Knowledge and skills on health reporting system. Ability to function under pressure and meet deadlines. Computer literacy. Communication, facilitation and analytical skills. Facilitation, mentoring and capacity building skills. Valid driver's license.
- DUTIES** : Routinely review collected data and perform DQA checks for the six data quality dimensions (i.e. validity, reliability, integrity, precision, and timelines). Monitor the capturing of HIV and TB data on Tier.net and webDHIS systems in Primary Health Care facilities. Identify gaps within HAST, DR-TB M&E system and implement quality improvement plan to address identified gaps. Track progress towards achieving the programme targets, ensuring compliance with the requirements of the reporting systems. Assist health facilities to develop action plan based on poor performance. Synthesize data from multiple sources into usable information for program management and decision making. Ensure capacity building and implementation of DHMIS policy, DHMIS Facility SOP and TB/HIV Data Management SOPs. Conduct data validation and verification

using various online and offline platforms. Participate during development of HAST business and operational plans. Liaise with all partners supporting HAST programme. Prepare accurate and timely routine data reports on monthly and quarterly basis. Conduct facility support visits. Attend meeting related to HAST programme.

ENQUIRIES : Dr. Omeh Tel No. (012) 451 9022 / 9037
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Lilian Ngoyi and Pretorius Streets, Pretoria 0001. Application box, 1st floor at reception area.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Departments. Certified copies of all required documents must be attached.
CLOSING DATE : 16 July 2021

POST 24/89 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO :TDHS/A/2021/50**
 Directorate:Supply Chain Management

SALARY : R376 596 – R443 601 per annum (Level 9)
CENTRE : Tshwane District Health Services
REQUIREMENTS : A recognised 3 years B. Degree (NQF Level 7) or National Diploma (NQF 6) in Supply Chain Management Services/Purchasing/Logistics/Accounting/Commerce/ and 5 years relevant supervisory experience in Supply Chain environment. A valid Driver's License, knowledge of all Acts governing your work area: Supply Chain Management practice note, Public note, Public Service Act, 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act,1999, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, Procurement directives and procedures, Government Budget procedures, knowledge of SAP & SRM systems and all policy and regulation prescripts.**SKILLS:** Standard Operation Procedure (SOP) development and management implementation thereof, Communication(verbal and written) Presenation, and report/submission writing skills. Human Resource Management,Conflict resolution, Coaching and Mentoring, Negotiation skills, Computer Literacy Facilitation skills, Warehouse and Asset Management. Personal Attributes: Trustworthy, Dependable, innovative,ability to work under pressure,Self-motivated and Creative.

DUTIES : To manage the provisioning of effective and efficient Demand and Procurement Plans supply and contracts management services in the District. Coordinate and consolidate SCM demand plan, monitor the use of Centralized Supplier Database. Facilitate the establishment of BID Committees. Provide effective and efficient logistics services. Manage District. Warehouses. Provide effective and efficient records management and registry services in the unit. Ensure that the team/section produces excellent work in terms of quality/ quantity and timelines. Ensure timeously development of job descriptions and implementation of Work Plans. Manage daily employee performance. Ensure timely ensure performance assessment of all subordinates.

ENQUIRIES : Mrs L Moru Tel No: (012) 451 9210
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please conconsider your application unsuccessful.
CLOSING DATE : 16 July 2021

POST 24/90 : **ASSISTANT DIRECTOR- FMU (1 POST)**
 Directorate: Procurement

SALARY : Grade 1: R376 596 – R454 920. per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) with five (5) years relevant experience in facility management at Level 7 with building science or project management certificate or Diploma /Degree with appropriate recognizable qualification and three (3) years` experience. People and change management skills.

- Communication, customer relation. Sound knowledge of procurement policies and procedures, PFMA, Provisioning admin procedure, manual & SAP system, Batho Pele principles and the vision and mission of the department of health. Computer literacy, Administration skills, Vendor management. Project management and oversee reconciliations. Problem solving skills, conflict management, good interpersonal and leadership skills. Valid drivers' licence.
- DUTIES** : Ensure better health facility in the interest of quality health care. Participate in OHS, onitoring, FMU, and other committees, control and manage FMU Budget. Co-ordinate meetings of all stakeholders internally and externally. Maintain and update maintenance register. Develop & submit a list of priority project on time. Implement minor capital projects. To render planning commissioning service. To operate within the allocated budget. Maintain & update parking and accommodation register. Ensure effective & efficient management system, develop the standard operating procedure for components of the infrastructure maintenance system
- ENQUIRIES APPLICATIONS** : Ms. V. Bulana Tel. No: (011) 812 8338
- : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 16 July 2021
- POST 24/91** : **PHYSIOTHERAPIST GRADE 1 REF NO: JUB21/2021**
Directorate: Clinical Support and Therapeutic Services
- SALARY CENTRE REQUIREMENTS** : R317 976.per annum
: Jubilee District Hospital
: A degree in Physiotherapy, Registration certificate as an independent practitioner with the HPCSA, Current proof of registration with the HPCSA.Z83 (use new Z83 obtain from DPSA) must be duly signed. Recent CV. All supporting documents MUST be certified. Other Skills/ Requirements: Be service oriented and attend to detail. Have good judgement, active thinking, and decision-making skills. Computer literacy skills. Willingness to participate in students' supervision. Be patient, empathetic and compassionate .Highly motivated and enthusiastic to contribute to Physiotherapy health service .Knowledge in Management of Physical resources. Knowledge in Batho Pele principles and Patient's rights.
- DUTIES** : To provide efficient, effective and accessible quality of patient care in the wards (including ICU and covid-19 wards, physiotherapy department in a courteous, respectful, caring and professional manner. To participate in continuous professional development. To promote and improve healthy lifestyle and health education through awareness campaigns. To liaise with other members of the multi-disciplinary team. Collection and Capturing of daily data from patients daily as well as referrals given and other data as required. Write and Submit monthly reports. Assist with conducting required audits including self-assessments. Assist with coordination of and provisioning of assistive technologies. Have sound knowledge of public service Acts, regulations and policies. Be able to communicate effectively.
- ENQUIRIES APPLICATION** : MR Madavha Tel No: (012) 717 9382
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all

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

- CLOSING DATE** : 16 July 2021 at Time: 16H00
- POST 24/92** : **ADMIN OFFICER LOGISTICS: REF NO: HRM/2021/34 (1 POST)**
Directorate: Administration & Support Services
- SALARY** : R257 508 per annum (Level 7) (Plus Benefits)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and recognized appropriate three-year Diploma in Public Administration or Public Management or equivalent NQF Level 6 with more than 3 years relevant experience or National Senior Certificate with more than 5 years relevant experience in the Logistics and Support: Mortuary, Laundry/Linen, Security and Central Sterile Services Department (CSSD), preferably in a hospital environment. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes. Must be computer literate (MS Office). A valid driver's license. Effective written and verbal communication, analytical and report writing skills, negotiation, team building, problem solving, conflict resolution and ability to work under pressure.
- DUTIES** : Supervise the daily activities of the logistics services i.e. Security, Laundry / Linen, Mortuary & Central Sterile Services Department (CSSD). Conduct random inspection of all areas allocated to logistics and Support Services to monitor the performance of staff. Ensure compliance and maintaining the quality standard required by the institution. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Attend to Human resource matters, do record keeping and statistics, compile and submit daily, weekly, and monthly reports on Mortuary, Linen, Security and CSSD. Plan and implement training programs for staff. Fulfil duties as per PMDS Contract and Job description. Ensure that the requisition forms are completed and track the progress of the procured material weekly. Monitor and manage the procurement and maintenance of equipment and stock required for logistics and filing. Perform any other duties requested by management.
- ENQUIRIES** : Mr. S.E. Mofokeng, Tel No: (012) 842 0961
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X 0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : HR Recruitment and Selection.
NOTE : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.
- CLOSING DATE** : 16 July 2021
- POST 24/93** : **CLIENT LIAISON OFFICER REF NO: REFS/011402 (X2 POST)**
Directorate: Quality Assurance
Re-Advert
- SALARY** : R257 508 -R303 339. per annum (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 with appropriate 1-year Higher certificate in a recognized institution in Office Assistant/Administration/ Business Management/ Public Management/Public relations and a minimum of 5 years' experience in health institution. At least a minimum of 3 years of the period referred to above must

- be experience in Quality Assurance. Knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.
- DUTIES** : Conduct National Core Standards self-assessment. Facilitate the development of QIPs and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training of employees on quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance matters. Perform any other duties delegated by the supervisor.
- ENQUIRIES APPLICATION** : Ms. BS Moruapheko, Tel No: (012) 529 3409
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Kindly note that those who previously applied are advised to re-apply.
- CLOSING DATE** : 16 July 2021 NB: Closing Time Will Be 12H00
- POST 24/94** : **PROFESSIONAL NURSE: GENERAL NURSING GRADE 1/2 REF NO: (1X POST)**
Directorate: Nursing (HAST)
- SALARY** : Grade 1: R256 905 – R297 825 per annum (plus benefits)
Grade 2: R315 963 - R362 865 per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Dr. Yusuf Dadoo Hospital Province: Gauteng
: Basic R425 (i.e. diploma/ degree in nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 10 to 15 years' appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. Knowledge of DR TB and DS TB guidelines and policies. Computer literate. Understanding and knowledge of DHIS web, TIER.net and EDR web software. Knowledge of TB/HIV collaboration Programme.
- DUTIES** : 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 standard as determined by the relevant health facility. Ensure effective management of the TB Programme. Monitor, validate and analyse data from DHIS web, TIER.net and EDR web software. Improve TB screening within the hospital. Plan and organize TB awareness campaigns for improved TB case detection and linkage to care. Coordinate monthly and quarterly TB Reports for submission to Sub district and District. Validate, verify and analyse data prior to submission to the next level. Attend Sub district, District and Provincial meetings as required. Ensure team work and quality management in the TB Programme. Support and guide Managers and Nurses on both programmes policies and guidelines. Promote implementation of the National TB Control Guidelines and Policies in all facilities. Promote quality of nursing care as directed by the professional scope

of practice and standards as determined by the relevant health facility. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Application of Batho Pele Principles. Our Values and I Care for You, including 6 Ministerial Priorities. Willing to work after hours in Nursing Management.

ENQUIRIES APPLICATIONS : Ms. DS. Ngwenya Tel No: (011) 951 6045
 : can be delivered to: Dr. Yusuf Dadoo Hospital, Cnr Memorial and Hospital Street, Krugersdorp, 1739 or posted to: Dr. Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp 1739.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Those that previously applied for the post can reapply.

CLOSING DATE : 23 July 2021

POST 24/95 : **PROFESSIONAL NURSE: GENERAL NURSING GRADE ½ REF NO: (1X POST)**
 Directorate: Nursing (Quality Assurance Unit)

SALARY : R256 905 - R297 825. per annum (plus benefits)
 R315 963 - R362 865. per annum (plus benefits)

CENTRE REQUIREMENTS : Dr. Yusuf Dadoo Hospital Province: Gauteng
 : Basic R425 (i.e. diploma/ degree in nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 10 to 15 years' appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. Knowledge of guidelines governing customer care: complaints, compliments/suggestion and Knowledge of Patient Safety Incident, Patient Experience of Care, Waiting Time, Patient Assessment Satisfaction implementation processes. Computer literacy

DUTIES : Demonstrate and 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 standard as determined by the relevant health facility. Ensure effective management of complaints system in the hospital. Monitor, validate and analyses data from quality assurance WEB. Improve waiting time to ensure that all areas are within target. Good knowledge of Ideal Hospital Realization Framework. Support and guide Managers and Nurses on the programmes policies and guidelines. Promote implementation of the National Guidelines and Policies on Hospital Realization Frame Work in the hospital. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health professional council. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper accurate patient care. Should be able to conduct meetings, compile reports, statistics and Quality Improvement plan and give feed back to the Quality team and managers. Should be able to conduct display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Application of Batho Pele Principles, Our Values and I Care for You, including 6 Ministerial Priorities.

ENQUIRIES APPLICATIONS : Ms. DS. Ngwenya Tel No: (011) 951 6045
 : can be delivered to: Dr. Yusuf Dadoo Hospital, Cnr Memorial and Hospital Street, Krugersdorp, 1739, or posted to: Dr. Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp 1739. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability.

NOTE : Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy,

certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Those that previously applied for the post can reapply.

- CLOSING DATE** : 23 July 2021
- POST 24/96** : **PROFESSIONAL NURSE GENERAL (PNA 2) (1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 – R297 825. per annum
Grade 2: R315 963 – R362 865 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree, registered with SANC in General nursing and must have NIMART certificate.
- DUTIES** : Provision of a high-quality nursing care that is holistic and patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordinating of activities of the other members of the health team. Will be able to assist in completion of clinical stationery and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
- ENQUIRIES** : Ms. K. Tinghisi Tel. No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 16 July 2021
- POST 24/97** : **PROFESSIONAL NURSE GRADE-1 REF NO: TDHS/A/2021/51 (X3 POSTS)**
Directorate: Mental Health (NGCT)
- SALARY** : R256 905 – R297 825 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry, and community Nursing Science. Current registration with the SANC as a Professional Nurse. A Minimum of 1 year appropriate/recognized experience in nursing after registration as a Professional Nurse. Computer literacy, valid driver's license and good communication skills are a requirement.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments. Strengthen collaboration with other Departments, Authorities, Communities, NGO'S, Public Sector, and Learning Institutions. Facilitate and provide In-service training to staff in Health Facilities and NGO's. Support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Promote quality of nursing care as directed by the professional scope of

		practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Julian Lehau Tel No: (012) 451 9073
	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/98</u>	:	<u>PROFESSIONAL NURSE REF NO: TDHS/A/2021/52 (X8 POSTS)</u> Programme: Ward Based Primary Health Care Outreach Teams Program
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 963 – R362 865 per annum Grade 3: R383 226 – R485 475 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Health Services A basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and provide proof of current registration. A minimum of 5 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage.
<u>DUTIES</u>	:	Manage and supervise a team of Community Health Care Workers assigned to a health facility and providing community-based services at ward level. Supervise Enrolled Nurse Team Leaders assigned to a health facility. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly In-service for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lerumo Tel No: (012) 451 9015
	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/99</u>	:	<u>ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: TDHS/A/2021/53</u> Directorate:Facilities Management Unit
<u>SALARY</u>	:	R257 508 – R303 339.per annum (Level 7)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or higher qualification. A valid driver's licence. A technical qualification in project management, facilities management, building environment or engineering is compulsory e.g. Mechanical, Electrical, Civil or Construction. Trade Test Certificate or Diploma as per Manpower Training Act Regulation 16 of 1981 as amended (e.g. Carpenter, Fitter, Plumber, Electrician, etc and not Motor Mechanic or Diesel Fitter). Computer literacy.

Sound Knowledge of project Management. Training on OHS Act. Skills: Good verbal and written communication skills. Planning and organizing skills. Provide effective office administration in terms of controlling typed and written communication and correspondence. Knowledge of other technical fields, report writing, Health infrastructure including general machinery and equipment knowledge. Good customer care attitude and skills.

- DUTIES** : Compile specifications as required. Compile monthly, quarterly and annual expenditure reports regarding buildings maintenance in liaison with relevant Departments or Sections. Communicate constantly with Department of Infrastructure Development Regions with regard to building/electrical/mechanical/structural maintenance defects. Assist Sub District Managers and PHC Facilities Managers with identification of maintenance projects. Participate in the planning of new health care facilities including upgrading of existing and related infrastructure. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Manage the allocated resources effectively. Implement and monitor physical parking in all Facilities including Office Buildings. Co-ordinate Office building repairs by GDID and Contractors appointed by Landlord or Artisan delegated by Landlord. Ensure that all standby generators diesel fuel is maintained at correct
- ENQUIRIES APPLICATIONS** : Mr PL Khwela Tel No: (012) 451 9199
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- CLOSING DATE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful.
- POST 24/100** : 16 July 2021
- ADMINISTRATION CLERK REF NO: TDHS/A/2021/54 (X2 POST)**
Directorate: Mental Health (NGCT)
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum
: Tshwane District Health Services
: Grade 12 / Administration Qualification or equivalent with Mathematics, Math's literacy or Accounting as a subject. 1 Year experience in administrative work. Experience in Health Facilities and NGO Administrative system will be an added advantage.
- DUTIES** : Operate office machinery, including photocopies, scanners, telephone and voicemail systems and computers. Receiving and processing NGO claims for funding. Maintain updated systems for filing, inventory, mailing, and data capturing. Handle incoming and outgoing office correspondence. Compile and maintain records of office activities and business transactions. Type, format, proofread and edit documents from notes or dictation. Render administrative services to the chairperson of research committee. Liaise with provincial research office, ensuring timely distribution of protocols for review, communication with researchers and guiding them. Prepare meeting agendas, attend meetings to take notes and write minutes. Manage work schedules, calendars, and appointments. Obtain information to respond to requests by reviewing files, documents, and records. Take inventory and order materials, supplies and services as needed. Troubleshoot problems that arise with office equipment. Communication with Clients, Employees and others to answer questions, address complaints, explain information and take orders.
- ENQUIRIES APPLICATIONS** : Mr Julian Lehau Tel No: (012) 451 9073
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- CLOSING DATE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful.
- CLOSING DATE** : 16 July 2021

POST 24/101 : **OPERATOR CSSD REFS NO: SBAH 70/2021**
 Directorate: Nursing

SALARY : R145 281 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or equivalent qualifications. Background health care will be an added advantage. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, Public holidays and Nights.

DUTIES : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of various toweling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Effective utilization of human and financial resources. Adhere to safety regulations. Maintain growth/ethical standards and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene and tidiness of the unit.

ENQUIRIES : Mrs. AM Mowayo Tel No: (012) 354 1716
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 July 2021

POST 24/102 : **HOUSEHOLD WORKERS REFS NO: SBAH 71/2021**
 Directorate: Nursing

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or equivalent Abet. Minimum 1-year experience working in a hospital environment will be an added advantage. Good interpersonal relations and communication skills. Must be physically fit to be able to cope with physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.

DUTIES : Ensure a clean and secure environment for patients and personnel (e.g. Cleaning and dusting of wards, kitchens, bathrooms, sluice's, offices, floors and windows). Disposing of medical and general waste from the wards. Management of dirty linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective utilization of human and financial resources. Adhere to safety regulations. Perform duties as required per job description. Work schedule and delegated duties by supervisor.

ENQUIRIES : Mrs. AM Mowayo Tel No: (012) 354 1716
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 July 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 23 July 2021 No late applications will be considered.
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will

only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 24/103** : **DEPUTY DIRECTOR: POLICY REF NO: REFS/011450**
- SALARY** : R733 257. per annum
CENTRE : Johannesburg
REQUIREMENTS : A recognized Bachelor's Degree (NQF7) or equivalent qualification in Public Policy, Built Environment, Human Settlements, Public Administration or Development Studies. 3-5 years' relevant working experience in a policy environment of which at least three will be at junior management level. Knowledge and understanding of the human settlements and built environment as a contributor to human development. Understanding of policy development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management and management of Human Resources. A valid code B driver's license.
- DUTIES** : The successful candidate will be responsible for facilitating the development and review of the human settlements sector policy and regulatory frameworks; Scanning the policy environment to inform the development and review of policy and regulatory frameworks; Developing discussion documents on the development and review of policy and regulatory frameworks; Consulting with stakeholders on the development of policy and regulatory frameworks; Developing policy and regulatory frameworks to guide the human settlements sector; Proactively tracking national policy developments from other sectors with impact to human settlements; Analysing national policy developments from other sectors with impact to human settlements; Highlighting implications to human settlements development emanating from other sectoral policy/regulatory frameworks; Generating human settlements policy position on other sectoral policy/regulatory frameworks; Tracking global and national policy developments with impact to human settlements development; Ensuring policy advocacy at relevant sectoral forums in all three spheres of government; Reporting on the mainstreaming, integration and alignment of human settlements agenda across all spheres of government
- ENQUIRIES** : Miyelani Tshabalala Tel No: (063) 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 24/104** : **DEPUTY DIRECTOR- RESEARCH REF NO: REFS/011452**
- SALARY** : R733 257 per annum (All Inclusive)
CENTRE : Johannesburg
REQUIREMENTS : A recognised Bachelor's Degree (NQF 7) or equivalent qualification in the Built Environment, Human Settlements, Economics or Development Studies. Relevant 3-5 years' experience at an Assistant Director level with proven research skills and understanding of Public Service Administration, through understanding of policy analysis. A good Knowledge of Public Service Act, Public Service Regulations and other employment legislations. Good organisational skills, good inter-personal relations, coordination skills. Knowledge of Project Management, stakeholder management and management of Human Resources .Be able to work independently. A valid code B driver's license.
- DUTIES** : Manage the human settlements research programme. Conduct research on human settlements in accordance with the Department's needs. Provide assistance with the interpretation and analysis of research-based recommendations. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Prepare reports and provide findings of research undertaken. Maintain knowledge management portal. Maintain repository of

research outputs. Manage the development of the Research Publication. Develop partnerships and networks with relevant stakeholders. Liaise and coordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical).

ENQUIRIES : Ms Alinah Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF SOCIAL DEVELOPMENT

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

NOTE : Applications must be submitted on new Z83 form. A new application form for employment (Z83) came into effect on 1 January 2021. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered." 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 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations

OTHER POST

POST 24/105 : **HEADS OF INSTITUTIONS (X4 POSTS)**
Re-Advertisement

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

CENTRE : Mary Moodley CYCC: Ref No. SD/2021/07/01
Desmond Tutu CYCC: Ref No. SD/2021/07/02
Ga-Rankuwa Rearabilwe CYCC: Ref No. SD/2021/07/03
Itireleng RCFD: Ref No. SD/2021/07/04

REQUIREMENTS : A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.

DUTIES : Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement processes in the institution. Promote the development of children and youth care services.

ENQUIRIES : Mr Thomas Mabasa: Tel No: (011) 355 7952

- APPLICATION** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, **Mary Moodley** Child and Youth Care Centre, Tsesebe Street, Apex Benoni
Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Florauna Pretoria North 0182,
Ga-Rankuwa Rearabilwe: 2829 Semedi Street, zone 2, Ga-Rankuwa.
Itireleng RCFD: 3152 Sekwati Street, Zone 2 Ga-Rankuwa
- FOR ATTENTION** : Mary Moodley Mr M Radingoana Tel No: (011) 964 8700
Desmond Tutu D Barnard Tel No: (012) 564 0640
Ga-Rankuwa Mr M Netshikulwe Tel No: (012) 700 9444
Itireleng Mr M Mokwena Tel No: (012) 703 9014
- NOTE** : NB: Applicants that applied previously for this post are encouraged to apply again. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 16 July 2021

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : Applications should be submitted online through the www.professionaljobcentre.gpg.gov.za. Applicants who experience difficulty in applying online can apply manually using new 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.
- FOR ATTENTION** : Ms. Vivien Khanye, Tel No: (011) 355 2606
- CLOSING DATE** : 16 July 2021

ERRATUM: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 23 dated 25 June 2021, Chief Director: Corporate Services with Ref No: REFS/010749; Director: Transformation Programmes with Ref No: REFS/010748; Director: Supply Chain Management with Ref No: REFS/010746 and Director: Risk and Integrity Management with REFS/010747. The posts have been withdrawn.

OTHER POSTS

- POST 24/106** : **DEPUTY DIRECTOR: VISUAL ARTS, CRAFT, AND DESIGN INDUSTRIES REFS/011423**
Directorate: Creative Industries
- SALARY CENTRE REQUIREMENTS** : R733, 257 per annum (All-inclusive package)
: Johannesburg
: The successful candidate should have a grade 12 certificate plus a 3-year relevant Diploma in Visual Arts, craft and Design, Arts projects, multimedia graphic design or equivalent. A Degree will be an added advantage. 3-5 years' experience in Visual Arts, craft and design environment. A valid driver's license. Knowledge and understanding: Knowledge of Visual arts, craft and design related legislations administered by the department and their application to the Visual arts, craft and design industries Operational excellence. Finance. 4 Industrial Revolution (4IR), graphic design, animation and market access. Skills: organizing. Ability to operate a computer. Interpersonal relations. Conflict management. Project management. Policy analysis and development. Policy objective and formulation. Budgeting. Research. Analytical thinking. Facilitation. Ability to relate different matters which have common denominators.
- DUTIES** : Provide inputs into compilation of the Strategic and Operational plans for the sub directorate. Manage the implementation of the work plans. Compile and submit budget estimates for sub directorate. Compile and submit quarterly and progress reports. The expenditure of the sub directorate. Identify policy and legislation issues. Ensure the development and implementation of policies and legislation. Monitor the development and implementation of policies and legislation. Ensure the development and implementation of programs and projects. Monitor the development and implementation of programs and projects. Act as Director: Creative Industries. Facilitate research within the visual arts and design industries. Facilitate training and development of staff. Manage the risk strategy of the sub directorate.
- ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

<u>POST 24/107</u>	:	<u>DEPUTY DIRECTOR: AUDIT MANAGEMENT REFS/011430</u> Directorate: Risk and Integrity Management
<u>SALARY</u>	:	R733, 257 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus a 3-year Degree/Diploma in Internal Auditing/Financial Management/ Accounting/or relevant qualification. 3 or more years of relevant experience of which 3 years should be I supervisory position. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation. Financial management. Planning and Organizing. Conflict management. Verbal and written communication. Leadership computer literacy. Report writing. Relationship Management. Knowledge: Public Service Regulatory Framework, e.g. Public service Act, Public Service Regulations, Public Finance management Act. Treasury Regulation; Batho Pele Principles; Code of Conduct etc. Understanding of the Department's Strategic Objective.
<u>DUTIES</u>	:	Provide inputs to the formation of the audit plan covering critical processes/activities. Manage responses to queries from AG, GAS and legislature affecting the office of Chief Risk Officer. Draw-up an audit action plan and track its implementation with relevant managers. Monitoring and evaluation of the effectiveness of internal control measures. Coordinate engagement/exit meeting between line managers, GAS and AG. Facilitate information collation with business units within the agreed upon timelines from receipt of information requests. Verification of information prior to submission to the auditors (where possible). Monitor progress on the implementation of action plans on audit findings. Co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans. Ensure updating of the tracking register upon discussions with management. Ensure compilation and submission of POE on action implemented.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye, Tel No: (011) 355 2606
<u>POST 24/108</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT AND OFFICE ADMIN REFS/011419</u> Directorate: Security Management and Office Administration
<u>SALARY</u>	:	R733, 257 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	T The successful candidate must have Grade 12/ Matric certificate plus 3 year Degree/ Diploma in Public Administration, Safety and Security or relevant qualification. Minimum of 5 years' experience in supervisory position in administration and safety and security, experience in Public Sector. Experience in events management. Skills: decision making. Management of projects. Financial and organizing problem solving, conflict management, verbal and written communication. Leadership. Computer literacy. Relationship management. Knowledge: National Archives Act. Access to public Premise and Vehicle Act. Minimum Information Security Standards. Public Financial Management Act.
<u>DUTIES</u>	:	Management of resources, including human resources and financial. Assist HR to conduct Pre-employment screening for new employees (Verification of qualification, citizenship and criminal record) monitor and ensure that services rendered by security and cleaning or any service providers is of quality (value for money). Manage all aspects of vetting investigation and administer within the unit. Conduct research and advice department on matters relating to vetting. Manage the development and implementation of records management policy, procedures and filing systems. Ensure filing of documents in accordance with National Archives Act and internal filing system to enhance access to and retrieval of information. Produce quarterly report on daily report on daily request and retrieval of files. Ensure the screening of both and employees and services providers. Monitor the extend of adherence to security policy and measures. Conduct constant research on effective and efficient security measures. Reveals systematic weakness, recurring risks and inform managers and employees of system weakness and risks. Manage the security function of the departmental (personnel, documents, physical, communication, information (IT) Surveillance). Develop and monitor security contract. Investigate all losses, security breaches in order to determine liability and

accountability. Conduct security threats and risk audits. Draft internal security policy based on MISS policy. Facilitate advice and ensure implementation of security risk policy, procedures, and standards on a nationwide basis. Ensure safety of personnel, property, premises, and information of the department. Liaise with other relevant Security Agencies for security related matters i.e NIA, SAPS, EMS etc. Ensure the development of all Security policies. Facilitate and coordinate and implement security plans for national days including departmental events. Develop and manage the distribution of documents all offices and all departments via messenger services and courier services. Liaise with both National and Provincial Archivist and perform all obligations in terms of relevant legislations.

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

POST 24/109 : **DEPUTY DIRECTOR: CREATIVE CLUSTERS & COMMUNITIES REFS/011425**
Directorate: Creative Arts

SALARY CENTRE REQUIREMENTS : R733, 257 per annum (All-inclusive package)
: Johannesburg
: The successful candidate should have a grade 12 certificate plus a 3-year relevant Diploma in Project Management, Public Management Arts, Culture, Heritage or Performing Arts equivalent. 3-5 years' experience in Creative Arts environment. A valid driver's license. Skills: Organizing. Ability to operate computer (both Hardware and software). Problem solving Interpersonal relationship Conflict. Resolution Project management. Policy analysis and Development. Policy /objective formulation, Budgeting. Research Analytic thinking Facilitation. Ability to relate to different matters which common denominators. Knowledge: Basic financial procedures. Basic HR matters and management practices. reporting procedures. Compilation of management reports.

DUTIES : Develop, review and monitor implementation of policies. Manage the facilitation of planning, development, coordination of arts and culture programmes in clusters. Monitor compliance with legislative requirement, policies and procedures and Grant-in-Aid. Manage the promotion of creative arts in clusters. Create an enabling environment for local and provincial programs. Nurture and develop talent.

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

POST 24/110 : **DEPUTY DIRECTOR: STRATEGIC PARTNERSHIP REFS/011420**
Directorate: IGR and Strategic Partnerships

SALARY CENTRE REQUIREMENTS : R733, 257 per annum (All-inclusive package)
: Johannesburg
: The successful candidate must have Grade 12/ Matric certificate plus a 3 year Diploma/ degree in Business Management, Financial Management, Project Management or equivalent. Minimum 3-5 years' experience in a relevant field of which at least 3 years should be in supervisory/middle management position. Skills: Organizing. Report Writing. Computer Literacy. Interpersonal relationship. Problem Solving. Management of Projects. Budgeting. Accountability. Conflict Management. Analytic Skills. Verbal and Written communication. Presentation and Training. Supervision. Planning. Knowledge: Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Report writing procedures. Departmental mandate and core programme.

DUTIES : Build partnerships with Stakeholders. Implement and monitor strategic partnerships strategy. Develop and review strategic partnership strategy. Develop sponsorship rights and ensure compliance. Manage the development and maintenance of key account database of stakeholders.

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

POST 24/111 : **ASSISTANT DIRECTOR- MUSEUMS AND MONUMENTS REFS/011426**
Directorate: Heritage

SALARY CENTRE : R376 296 per annum (plus benefits)
: Johannesburg

- REQUIREMENTS** : The successful candidate must have Grade 12/ Matric certificate plus Diploma/ degree in Social Science or Humanities. 2-3 years' experience in the field. Skills: Organization, Computer literacy, Problem Solving, Conflict management, Policy implementation and monitoring, Policy/objective formulation. Budgeting, Facilitation, Research, Analytical Thinking, Ability to relate different matters which have common denominators, interpersonal relationships, maintaining discipline. Knowledge: PFMA. Legislations and prescripts.
- DUTIES** : Facilitate the provision of administrative supports to Museums. Facilitate research on development of museums. Ensure adherence and compliance to policies. Provide advice on exhibitions in museums. To support Museums Monuments programmes. Assist in developing policies for Museums and Monuments operations. Manage, plan and coordinate Museums Monuments programmes. Provide administrative support to Museums and Monuments. Facilitate Research on the development of museum exhibition. Compile performance reports on Museums and Monuments programmes and submit to the Deputy Director.
- ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

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

OTHER POSTS

- POST 24/112** : **MEDICAL SPECIALIST: GRADE 1/2/3: REF NO: HRM 48/2021 (01 POST)**
Directorate: Dept. Of Orthopaedics
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per. annum. (All inclusive salary package) excluding overtime
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package) excluding overtime
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package) excluding overtime
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: **Grade 1:** None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist **Grade 2:** 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner **Grade 3:** 10 years actual experience as a Medical specialist after registration with HPSA MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2021/2022) Recommendation: Computer Literacy, Paediatric orthopaedic experience Knowledge, Skills, Training And Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development
- DUTIES** : Key Performance Areas: Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery
- 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. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE

: 16 July 2021

POST 24/113

: **CHIEF EXECUTIVE OFFICER REF NO: G79/2021**
Cluster: Hospital Management Services

SALARY

: R869 007 per annum (Level 12) an all Inclusive MMs salary package.

CENTRE

: Benedictine Hospital

REQUIREMENTS

: Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Core Competencies:- Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies:- Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: Key Performance Areas:- Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES

: Mr VS Vilakazi Tel No: (035) 874 0713

- APPLICATIONS** : All applications should be forwarded to: The Deputy Director: Human Resource Management Services: Zululand Health District Office, KZN Department of Health, Private Bag X 81 Ulundi 3838 OR Hand Deliver to: King Dinizulu Highway Ulundi.
- FOR ATTENTION NOTE** : Mr PM Ntshangase
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 23 July 2021
- POST 24/114** : **CHIEF EXECUTIVE OFFICER REF NO. G78 /2021**
Cluster: Hospital Management Services
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) an all Inclusive MMs salary package.
: Eshowe Hospital
: Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR degree/advanced in a management field. Plus At east 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08).NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Core Competencies:- Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies:- Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
- DUTIES** : Key Performance Areas:- Job Purpose To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management:

Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES : Mrs N Hlophe Tel No: (035) 7876 205
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: King Cetshwayo Health District Office, KZN Department of Health, Private Bag X20034 Empangeni 3910 or Hand Deliver to: Corner 2nd Lood Avenue Chrome Crescent, Empangeni.

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

CLOSING DATE : 23 July 2021

POST 24/115 : **PHARMACIST GRADE 1 REF NO: OTH CHC 07/2021 (01 POST)**

SALARY : Grade 1: R693 372 – R735 918 per annum. Other benefits: 17% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Othobothini Community Health Centre (Jozini).
REQUIREMENTS : Grade 12 Certificate. Bachelor of Pharmacy Degree/Diploma, PLUS. Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2021. Valid driver's license Knowledge, Skills, Training and Competencies Required: Thorough Understanding And Knowledge of the relevant Acts, good Pharmacy practices, the national drug policy, District Health System and essential drug list. Sound knowledge of work processes and procedures in the pharmacy department. Good communication, organizational and interpersonal skills. Computer literacy. Ability to manage conflict and apply discipline. Ability to work under

- pressure. Commitment to service excellence with sound decision making, ethical and innovative skills.
- DUTIES** : Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and education services to health care professionals and patients. Assist with management of human, financial and material resources in the CHC pharmacy. Maintain accurate and appropriate patient and statistics. Supervise Pharmacist interns, Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the CHC and attached clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resource. Provide adequate pharmaceutical support to all clinics attached to the CHC Kindly attach certificate of Service/ Proof of work experience endorsed by HR.
- ENQUIRIES** : Mr. M.M Buthelezi Tel No: (035) 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 30 July 2021
- POST 24/116** : **OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: GROUT 03/2021 (01 POST)**
Component: Groutville Clinic
- SALARY** : R562 800 per annum Plus 8% rural allowance Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur, Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and midwifery and Primary Health Care plus, a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code8) Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling.Co-ordination and planning skills Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to

EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.

- ENQUIRIES** : Mr. AP Makhani (PHC Supervisor) Tel No: (032) 5513686
- APPLICATION** : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 or Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.The Department Reserves the Right to or not to make appointment(s) to the advertised post(s). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.
- CLOSING DATE** : 16 July 2021
- POST 24/117** : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: GTN 13/2021**
- SALARY** : R517 326 per annum (Other benefits: Medical Aid optional) In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements) an all-inclusive package & 17% Rural Allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12/Matric) OR Equivalent. National Diploma in Diagnostic radiographer/Degree. Appropriate qualification that allows registration with the Health Professionals Council of South African (HPCSA) in Radiographer. Minimum of eight (08) years' experience as a Diagnostic Radiographer of which five (05) years must be appropriate Managerial/ Supervisory. Current registration with HPCSA for 2021. Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Knowledge, skills, Training and Competences required. Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer

literacy (Ms Word, Ms Excel). Compliance with budgeting, National Core Standards, Health and Safety and infection and Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organization skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organisational skills, leadership qualities and supervisor skills.

DUTIES : Support the Radiographer Manager in order to meet the objectives of the department Manage subcomponent by supervising the staff, performing relevant administrative functions. Chairing meeting Render effective patient centred Radiography service for in- and out-patient in adherence to the scope of practice and protocols. Ensure efficient and effective control and use of all equipment, assets and resources including consumable and staff belonging of the cost Centre. Develop, implement and monitor policies and procedures to ensure the effective functioning of the department. Ensure Diagnostic s services comply with relevant standard, legislation and current government initiative to improve. Manage the quality assurance programs as required by radiation control directorate and department of health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within Radiology. Encourage a multidisciplinary approach by fostering close working relationship with other Department in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff other related category of staff in all aspects of service delivery whilst adhere to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standards and norms at Department level. Adhere to District Hospital and Department Policies, Procedures, Guidelines Regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Contribute and participate in a professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job (contracting, quarterly reviews and final assessment)

ENQUIRIES : Dr K.J Gabela Tel No: (033) 4139 400
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

FOR ATTENTION : Attention to: Mr. P Shange
NOTE : 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 13/2021). 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 not that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered Persons with disabilities should feel free to apply for the post

CLOSING DATE : 16 July 2021

POST 24/118 : **ASSISTANT DIRECTOR: MEDICO-LEGAL MORTUARY**

SALARY : R470 040 per annum Other Benefits: Rural allowance on a claim basis Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Amajuba Health District Office: Madadeni Forensic Pathology Services

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent Appropriate National Diploma/Degree in Health Sciences or equivalent Qualification in Human Resource Management , Public Administration or Public Management At least 3 years supervisory experience in the related field Plus Computer Literacy Valid Driver's License (Minimum code EB Knowledge, Skills, Behavioural Attributes and Competencies Required Sound knowledge of Forensic Mortuary and its operation Good communication skills (oral and written) Good organization, planning and supervisory skills Knowledge of promotion of Access to Information Act 2 of 2000 Knowledge of Occupational Health and Safety Act Knowledge of Risk management Computer Literacy Presentation, problem solving, leadership and strategic planning skills.
<u>DUTIES</u>	:	Key Performance: Manage and administer the mortuaries to provide efficient, effective and professional service within the existing legal framework Ensure effective efficient and economical management and utilization of resources in the component, including the development of personnel, budget planning and control and fleet management. Provide regular technical advice to the District Management and Forensic Area Operations Co-ordinator with a purpose to ensure uninterrupted and effective provision of services. Give evidence in court as and when required. Provide assistance to other mortuary facilities and managers in cases of disasters and major accidents
<u>ENQUIRIES</u>	:	Dr. SJ Ntsele Tel No: (033) 904 2404
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle
<u>FOR ATTENTION</u>	:	MR V.J Khumalo
<u>NOTE</u>	:	Employment Equity Target for this post people with disability and African Male, as per entire District current EE Target and it will depend on the actual status for each facility affected
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/119</u>	:	<u>CHIEF SPEECH THERAPIST REF NO: GS 36/21 (1 POST)</u> Component – Speech Therapy and Audiology Department
<u>SALARY</u>	:	R466 119 - R517 326 per annum, other benefits: Medical Aid (optional), 13 th cheque, housing Allowance (employee must meet prescribed requirement)
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Minimum Requirements: Senior Certificate or equivalent Appropriate Degree as a Speech Therapist and Language Therapist from a recognized University Plus Registration Certificate as an independent practitioner with Health Professional Council of South Africa (HPCSA) Plus Current annual registration with HPCSA March 2021- March 2022 Plus A Minimum of 3 years work experience as an independent practitioner Plus Experience working with neurologically impaired paediatrics Plus valid Driver's License. The Employment Equity Target for This Post Is: African Male Recommendations: A minimum of 1 Year experience working in an acute care hospital with neurologically impaired Knowledge, Skills and Experience: Sound knowledge and skills in speech, language and dysphagia therapy for paediatric and general diagnostic therapeutic procedures Good Skill and knowledge in the use of speech therapy equipment and assistive devices. Good Management and supervisory skill for staff and patients. Good knowledge of skill of institution administrative tasks and duties. Good knowledge of ethical code and scope of practice. Knowledge of relevant health acts and legislation that governs KZN and profession eg. Health and Safety, scope, National health Act, etc. Excellent verbal and written communication skills. Experience with tertiary speech therapy services (tracheostomy, laryngectomy, videofluoroscopic studies and alternative and augmentative communication) will be an added advantage. Post graduate training in the management of children with cerebral palsy would be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Ability to problem solve and apply analytical skill in patient care and management procedures. Ability to plan and work within a multidisciplinary team. Plan and/or implement an optima; speech therapy service. Perform all delegated clinical and management responsibilities within applicable legislation. Traet and mänge a clinical case load including practical teaching & mentorship. Ensure a comprehensive paediatric and general speech therapy service encompassing assessment, treatment, caregiver training, community/home/clinic visits, outreach, group work, block therapy and

assistive device manufacture. Develop and implement quality assurance programmes, clinical guidelines, audits (core standards, infection control, ideal hospital etc.) Provide supervision, support and mentorship to junior staff. Iniate/Implement and participate in professional development programmes and teaching. Plan/assist Manager with planning and implementation of operational and procurement plans and budget analysis for the department. Manage or assist with an appropriate budget for adequate equipment, consumables and assistive devices in line with the clinical services rendered. Assume effective administrative responsibilities: report writing, statistics, audits, performance appraisals, meetings, legal report writing, labour relations, leave, policy development, etc. Ensure good interpersonal skills with staff, patients and consultants. Ensure cost effective service with adequate resources. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional management tasks as needed

- ENQUIRIES** : Ms HJ Poole: Tel No: (033) 897 3179
- 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 36/21. 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** : 16 July 2021
- POST 24/120** : **CLINICAL PROGRAMME CO-ORDINATOR INFECTION CONTROL (GRADE1-1) REF NO: EKO/09/2021 (X1 POST)**
Re-advertisement
- SALARY** : Grade1: R444 276 – R500 031. per annum (Basic, 8% inhospitable allowance of basic salary), 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : Ekombe District Hospital (Monitoring & Evaluation)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General nursing and Midwifery). Current registration (2021) with South African Nursing Council. A minimum of seven (07) years appropriate 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 experience in the specific specialty after obtaining the one (01) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department. Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations. Good communication leadership interpersonal and problem solving skill. Knowledge of Code of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient's Right. Ability to provide professional leadership.co-ordinate optimal, holistic nursing care provided within the set standard and a professional/legal frame work in the Infection Control. Provision of Quality Nursing Care through the implementation of Standard, Policies and

Procedures coupled with supervision and monitoring the implementation therefore. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and clinical Audits. Attend Mortality Meeting Monthly and ensure implementation of Nursing Care. Identify, develop and control risk management system within the units. Uphold the Batho Pele and Patient Right Charter principle. Provide a safety, therapeutic environment as a laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescript.

DUTIES : Promote infection prevention and control guidelines that protects employees from occupational risks and hazards. To plan monitor and evaluate all infectious prevention and control practices. To ensure that environment is infection free and cleanliness is maintained. To perform infection control and National Core Standards Audits, and waiting times and give feedback to all stakeholders. Overall supervision of all infection and prevention activities within the Hospital and Clinics. Ensure that all protective material is available to prevent Hospital acquired infections by employees. Conduct orientation to new personnel and also to give in-service education of infection prevention and control for all staff and patients. Monitor Covid 19 statistics and report to the next level. Conduct disease surveillance. Monitor infection rate using relevant tools and generate reports. Conduct washing audits. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Ensure that hand wash drives for both staff and community is done annually. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organisation and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the unit

ENQUIRIES : Ms P.L Ntuli Tel No: (035) 834 8000 ext 8005
APPLICATIONS : All applications should be posted to: The Chief Executive Officer: Ekombe District Hospital Private Bag X203, Kranskop, 3258

FOR ATTENTION : Human Resource Manager
NOTE : 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 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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. EKO 01/2019. 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 acknowledging .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE : 23 July 2021

POST 24/121 : **PROFESSIONAL NURSE SPECIALITY (TRAUMA) REF NO: EMS/ 11/2021)**
 Re – Advertisement

SALARY : R383 226 – R444 276.per annum, Salary, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
: Basic R425 Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC AS Professional Nurse, A post basic nursing qualification in Trauma / Critical Care Nursing Science accredited with the SANC, registration with SANC as a Professional Nurse PLUS Registration certificate, Proof of current year registration/ receipt with SANC 2021, A Minimum Of Four Years Appropriate/ recognizable nursing experience after resignation as a professional nurse with SANC in General Nursing, Certificate of service from previous and current employer endorsed and stamped by HR must be attached Knowledge & Skills_Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service, Skills: Leadership ,organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills, Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player

DUTIES : Assist in planning, organizing and monitoring of objectives of the specialty unit, Provide a therapeutic environment for patients, staff and relatives, monitoring the implementation of the triangle system and fast tracking patients, monitor the implementation of record keeping according to legal requirements, assist with orientation and induction of all new staff within the component, provide overall supervision of the staff and the unit, Provide direct and indirect supervision of absence of operational manager, promote specialized patient care and standard staff, providing guidance and ensure that patient receive optimal care, provide leadership and overall supervision and standards according to the specialty.

ENQUIRES APPLICATIONS : Ms PPJ van der Plank Tel No: (036) 488 1570 EXT: 8204
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance. 16 July 2021 at 16:00

CLOSING DATE : 16 July 2021 at 16:00

POST 24/122 : **CLINICAL NURSE PRACTITIONER (DUKUZA CLINIC) REF NO: EMS/ 09 /2021)**

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021 PLUS Registration certificate. **Grade1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse **Grade 2:**a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. 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: Sound Knowledge of all legislation and

- regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures
- DUTIES** : Implementation of programmes to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.
- ENQUIRES APPLICATIONS** : Ms D.Z Hlongwane Tel No: (036) 488 1570 EXT: 8312
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful .NB: No Subsistence and Travelling Allowance Will Be Paid for Interview Attendance. 16 July 2021
- CLOSING DATE** : 16 July 2021
- POST 24/123** : **CLINICAL NURSE PRACTITIONER (BUSINGATHA CLINIC) REF NO: EMS/10 /2021**
- SALARY** : Grade 1: R383 226 – R444 276 per annum,
Grade 2: R471 333 – R579 696. per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Emmaus Hospital
: Diploma/Degree in General Nursing Plus 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021 Plus Registration certificate.**Grade1**: A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse **Grade 2**:a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. 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 Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure ,leadership, organizational, decision making , counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures
- DUTIES** : Implementation of programmes to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and

dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are Implemented, Ensure increased accessibility of health service to all community members including staff.

- ENQUIRES APPLICATIONS** : Ms D.Z Hlongwane Tel No: 036 488 1570 Ext: 8312
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
 : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance. 16 July 2021
- CLOSING DATE** : 16 July 2021
- POST 24/124** : **PROFESSIONAL NURSE GRADE 1/2 (SPECIALITY /ADVANCE MIDWIFE) REF NO: EMS/ 12/2021**
- SALARY** : Grade 1: R383 226 – R444 276. per annum
 Grade 2: R471 333 – R579 696 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Emmaus Hospital
 : Basic R425 Degree/Diploma in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Advanced midwifery and Neonatal science. With duration of atleast 1 year accredited with SANC. Persons in possession of a foreign qualification must furnish the department with an evaluation certificate from south African qualification authority (SAQA) registration with SANC (General nursing relevant post basic qualification) PLUS Registration certificate, Proof of current year registration/ receipt with SANC 2021,A Minimum Of Four Years Appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, Certificate of service from previous and current employer endorsed and stamped by HR must be attached Knowledge & Skills_Demonstration knowledge of health related Acts and legal prescripts. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices. Possess communication skills for dealing with patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients need, requirements and expectations (Batho pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as support tool to enhance service delivery .Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional /legal framework. Reduce maternal and child mortality and morbidity and adhere to maternity protocols and guidelines. Implement PIPP and CHIPP programmes. Render antenatal and postnatal care and also work in the labour ward. Reduce the burden of communicable diseases like covid 19, HIV/AIDS and TB. Reduce the burden of non-communicable diseases. Apply ideal clinic, NCS,IPC, in the execution of duties. Effective utilization of human, material and financial resources. Reduce the number of complaints and patient safety incidents. Assist the Operational manager in the

running of the clinic .Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Maintain professional nursing growth / ethical standards and self-development. Participating in training and teaching of junior staff member, clients the community. Conduct clinical audits and submit reports to the Operational manager.

**ENQUIRES
APPLICATIONS**

: MISS DZ Hlongwane Tel No: 036 488 1570 EXT. 8312
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.

CLOSING DATE

: 16 July 2021 at 16:00

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

CLOSING DATE : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 24/125 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): RTD: PLANT SCIENCES: CROP PROTECTION (ENTOMOLOGY), REF NO. AGR 31/2021**

SALARY : Grade A: R311 859- R332 799 per annum
 Grade B: R353 226 - R380 775 per annum
 Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : A 3 year tertiary qualification (National Diploma/B-Degree) in Plant production, Entomology or relevant qualification in this field; Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions) in the relevant field; 3 years post qualification relevant technical (scientific) experience; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Research technician in entomology; Entomology in tunnels/glasshouses and field; Production systems and crops in the Western Cape; Insects and pests in crops in the Western Cape. Competencies: Knowledge of the following: Insect pests in crops of the Western Cape; Identification of pests; Crops cultivated in the Western Cape, Technical scientific inputs needed for research projects; handling of budget; Breeding and keeping insects in a controlled environment; Basic maintenance of appropriate equipment; Proven computer literacy in MS Office; Technical management skills; Technical planning skills; Written and verbal communication skills; Detailed-orientated, problem solving and hands on.

DUTIES : Technical execution of research projects (This includes managing a budget, trail, layout, preparation, planting, maintenance, applying treatments, data collection, data input; Responsible for the creation/adaption/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technician information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject filed.

ENQUIRIES APPLICATIONS : Ms A Swanepoel at Tel No: (021) 808 5320
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/126 : **DEPUTY DIRECTOR: TECHNICAL SUPPORT, REF NO: AGR 23/2021**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Agriculture or related field; A minimum of 6 years' experience in an agricultural environment; A valid code B (or higher) driving licence. Recommendation: An appropriate postgraduate (BSc Hons + MSc degrees or higher qualification); Practical experience in: Mono-gastric and ruminant production; Research and development as well as adaptive research; Mentoring, coaching and supervision of animal related extension; Networking with animal related commodities on a professional level. Competencies: Knowledge and understanding of the following: Agricultural animal production sector; Rural animal advisory services and related policies; Land reform and

applicable agricultural development policies in South Africa; Financial Management, Human Resources and applicable prescripts. Skills: Scientific writing and editing; Communication (written, verbal and report writing); Planning and organising; Computer especially in MS Office, Adobe and CC Suite; Excellent attention to detail; Good interpersonal and Technical Intelligence capabilities.

DUTIES : Develop internal operational and information systems, consisting of appropriate data, frameworks and procedures in order to improve the efficiency of advisory services in white meat and ruminant animal production spheres; Develop technical, economic and business acumen of extension officers regarding animal production, operations and improved service delivery; Facilitate training and capacity building to agriculturists and farmers; Provide strategic and specialist inputs to implement innovations and perform critical supportive roles in animal production; Administration and management of human resources.

ENQUIRIES : Mr. J. Aries at Tel No: (021) 808 5103

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

POST 24/127 : **FARM AID: PLANT SCIENCES: CROPPING SYSTEMS (ELSENBURG), REF NO: AGR 05/2021 R1**

SALARY : R102 534 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET level 2/ Grade 4). Recommendation: Appropriate experience in technical teams assisting research projects on canola, medic, and grain crops. Competencies: Knowledge of the following: Protein and grain crops; Ability to follow relevant technical instructions in the research environment; Ability to distinguish between crops and weeds; Ability to perform hard manual labour; Ability to detect changes and variation; Ability to understand a basic trial plan; Communication skills; Ability to work under pressure for long hours; Attention to detail, technical accuracy.

DUTIES : Perform routine activities in respect of supporting plant sciences through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g., cleaning and soughing; Apply chemical crop protection e.g., operate a knapsack; Reaping, grading, weighing, packing and storage of seed and plant material; Daily tending of crops e.g., weeding and cutting; Harvesting of crops; Asset Control and safe keeping of assets. Perform general routine activities which include inter alia the following: Cleaning of facilities; Disposal of farm waste material; Provide water supply for livestock and farm buildings; Care for equipment e.g., cleaning, oiling, and sharpening; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ off-loading.

ENQUIRIES : Mr P Lombard at Tel No: (021) 808 5415

APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

CLOSING DATE : 26 July 2021

POST 24/128 : **FARM AID: PLANT SCIENCES: FACILITY MANAGEMENT, (ELSENBURG), REF NO. AGR 06/2021 R1**

SALARY : R102 534 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET level 2/ Grade 4). Recommendation: A valid code B driving license; Appropriate experience in technical teams assisting research projects on soil research, crop research and crop protection research. Competencies: Knowledge of the following: Protein and grain crops; Ability to follow relevant technical instructions in the research environment; Ability to distinguish between crops and weeds; Ability to perform hard manual labour; Ability to detect changes and variation; Ability to understand a basic trial plan; Communication skills; Ability to work under pressure for long hours; Attention to detail, technical accuracy.

DUTIES : Perform routine activities in respect of supporting plant sciences through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation e.g. cleaning and soughing; Apply chemical crop protection e.g., operate a knapsack; Reaping, grading, weighing, packing and storage of seed and plant material; Daily tending of crops e.g., weeding and cutting; Harvesting of crops; Asset Control and safe keeping of assets. Perform general routine activities which include inter alia the following: Cleaning of facilities; Disposal of farm waste material; Provide water supply for livestock and farm buildings; Care for equipment e.g. cleaning, oiling, and sharpening; Firefighting and prevention; Opening of springs, troughs and unblocking of drains; Loading/ off-loading.

ENQUIRIES : Mr B Shikwambana at Tel No: (021) 808 5326
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

CLOSING DATE : 26 July 2021

POST 24/129 : **FARM AID: RTD-FARM SERVICES (OUDTSHOORN), REF NO. AGR 30/2021**

SALARY : R102 534 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Adult Basic Education and Training (ABET level 2/ Grade 4). Recommendation: Relevant experience; advanced experience of ostriches; Experience of research techniques. Competencies: Good understanding of the following: Infrastructure; General farm work; Ostriches; Irrigation of Lucerne on land; Cleaning of facilities; Basic communication skills.

DUTIES : Perform general farm work: Planting, harvesting, irrigation, loading and offloading; Routine activities in infrastructure; General activities (animal sciences and research, plant sciences and research).

ENQUIRIES : Mr S Engelbrecht at Tel No: (044) 203 9408
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

CLOSING DATE : 26 July 2021

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/130 : **ADMINISTRATION CLERK: REGIONAL OPERATIONS SUPPORT (WEST COAST), REF NO: CAS 16/2021**

SALARY : R173 703 per annum (level 5)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Certificate in Office Management/Secretarial. Proven administration experience. Competencies: A good understanding of the following: Sports; Talent identification and Development; Training and education; Rural development; Project Management; Operation/ utilisation of specific computer software packages and efficient utilisation of both hardware and software; Planning and organising; Verbal and written communication skills; Interpersonal skills; Research skills; Negotiation skills.

DUTIES : Provide a secretarial/receptionist support service; Provide administration support services to funding of sport federations processes; Provide administration support services to events planning and coordination processes; Render general administration support services to the Regional office.

ENQUIRIES : Mr C Cornelson at Tel No: (022) 713 2727

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>

**DEPARTMENT OF COMMUNITY SAFETY,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/131 : **DEPUTY DIRECTOR: PROVINCIAL SECURITY PROVISIONING, REF NO: CS 13/2021**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive salary package)
 : Department of Community Safety, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience; A valid Code B (or higher) driving licence; Compulsory Grade B registration with PSIRA. Recommendation: Experience in the management of security contracts. Competencies: Knowledge of the following: Legislative requirements, policies and standards; Business and management principles; Project Management; Skills: Investigation; Management; Communication (Verbal and written) Proven computer literacy; Interpersonal relations; Problem analysis and solving and Observation. Abilities: Coordination of people and resources; Report writing.

DUTIES : Provide a secretarial/receptionist support service; Provide administration support services to funding of sport federations processes; Provide administration support services to events planning and coordination processes; Render general administration support services to the Regional office.

ENQUIRIES APPLICATIONS : Mr F. Watkins at Tel No: (021) 483 8461
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/132 : **DEPUTY DIRECTOR: SKILLS PROGRAMS AND PROJECTS, REF NO: DEDAT 08/2021**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (level 11) (All-inclusive salary package)
 : Department of Economic Development and Tourism, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience in e-Business or similar environment; A valid cove B (or higher) driving licence. Recommendation: Working experience in Project Management. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management Process; Labour relations; Financial Management. Skills: Sound budgeting; Financial, Administrative and Project management; Communication (written and verbal); Planning and organising; Problem solving and decision making; Analytical; Ability to interpret and apply relevant policies and procedures.

DUTIES : Develop methodologies to narrow the gap between the demand and supply in various economic sectors; Partnership with economic, skills and academic stakeholders; Support the Skills Ecosystem; Human Resource Management; Financial Management.

ENQUIRIES APPLICATIONS : Mr N. Joseph at Tel No: (021) 483 9011
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 24/133** : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL),
REF NO: DEDAT 09/2021**
- SALARY** : R316 791 per annum (level 8)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience in an Internal Control or Governance environment. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge in the following: Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Risk Management frameworks, Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Communication (written and verbal) skills; Ability to analyse, conceptualise and implement policy; Computer proficiency in MS Office (Word, Excel and PowerPoint); Planning, organising and presenting skills.
- DUTIES** : Ensure proper governance: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render advice on policy development (i.e. SCM); Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Conducting audits / inspections, drafting reports, communicating findings and ensuring the implementation of corrective measures and preventative controls; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Co-ordinate capacity building initiatives and fraud prevention on behalf the department.
- ENQUIRIES** : Mrs B Mott at Tel No: (021) 483 9088
- 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>

DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT

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 24/134** : **HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1: MATERNAL FOETAL
MEDICINE**
Tygerberg Hospital
- SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-Specialist in Maternal Fetal Medicine (MFM). Registration with a professional council: Registration with HPCSA as a Subspecialist in Maternal Foetal Medicine. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Sub-Specialist in Maternal Foetal Medicine. Inherent requirements of the job: The person should have good communication skills. Ability to work in Obstetrics and MFM. Participation in C.P.D. programme is compulsory. Participation in commuted overtime/ afterhours work is compulsory (subject to signing of a commuted overtime contract). Computer Literacy. Competencies (knowledge/skills): The candidate must have an excellent track record of clinical and education skills at postgraduate level. The candidate must be able to provide academic leadership across the Metro East platform and in Tygerberg Hospital. The candidate needs to stimulate and apply clinical

research in the day-to day working environment and be able to supervise post-graduate research projects. Good managerial and analytical and clinical problem-solving skills are essential. The candidate should have the clinical skills to handle complex maternal and foetal medicine cases; must have insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation, and equity. Ability to function well in a team environment, with good inter-personal skills. A proven track record of either high-level post-graduate educational skills, preferably on a national level, or a strong research track record. Sufficient clinical skills to handle a large clinical workload, training, and supervision of under- and postgraduate students (registrars) as well as fellows in MFM.

- DUTIES** : (key result areas/outputs): Provide comprehensive clinical, ultrasound and foetal medicine services in Tygerberg Hospital with clinical governance of MFM across Metro East. This would include taking on a leadership position in the MFM portfolio, and role in the ultrasound unit of the department. Provide academic leadership in teaching, training, and research, manage the human resources and equipment needs of the unit. Leadership and mentorship of all junior staff, including nursing staff when applicable, as well as staff performance management for the unit. Collaborative engagement with anaesthetics, critical care, internal medicine, human genetics, neonatology and neonatal surgery and related disciplines. Build and maintain Departmental team spirit and development.
- ENQUIRIES** : Prof MH Botha at Tel No: (021) 938-9209 or Tel No: (021) 938-4661, or E-mail mhbotha@sun.ac.za
- 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** : 16 July 2021
- POST 24/135** : **DIRECTOR: INFORMATION MANAGEMENT**
Head Office, Cape Town
- SALARY** : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Directorate: Information Management
- REQUIREMENTS** : Minimum educational qualification: A relevant undergraduate qualification (NQF Level 7) as recognized by SAQA with at least 6 years' experience at a Middle/Senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Experience in IT in a health system setting is strongly recommended. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong business orientation with broad experience in managing Information Technology related activities. Skilled at identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to implement internal systems and controls. Ability to prepare and align Business priorities and needs with appropriate Information Technology solutions. Sound knowledge of current operational Health Information Systems. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority.
- DUTIES** : (key result areas/outputs): Establish and maintain an IT governance system within national and provincial prescripts and provide an integrated Departmental IT support service. Understanding and documenting the corporate and service needs by developing user and functional specifications for IT solutions. Oversight of in-house or outsourced development of IT solutions to address service and corporate needs. Implement and provide continued technical support with regard to Service and Corporate IT projects. Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and

activities of the Directorate. Identify Risks and address risk mitigation to the directorate's functions specifically and IT systems in general. This includes overseeing the development of disaster recovery and business continuity plans from an IT perspective. Develop and manage the strategic and operational IT plans of the Dept. Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration. Monitor and ensure compliance of the activities of the directorate with relevant legislation and prescripts. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Support the Chief Director and collaborate with the other directorates within the Chief Directorate to strengthen the overall functioning of the team within the Chief Directorate: Strategy. Manage the corporate service of the Directorate i.e. Financial and People Management.

- ENQUIRIES** : Dr KN Vallabhjee, Tel No: (021) 483-6933
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test. Appointment will be subjected to the signing of a performance agreement and an employment contract.
- CLOSING DATE** : 16 July 2021
- POST 24/136** : **DIRECTOR: SERVICE PRIORITIES COORDINATION**
- SALARY** : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Chief Directorate: Emergency and Clinical Services Support
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Strategic capabilities and leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment.
- DUTIES** : (key result areas/outputs): Exercise leadership, oversight and accountability in respect of the provision of departmental services priorities coordination in support of departmental service delivery. Management of the system of clinical governance, including nursing and other practice guidelines. Facilitation of the development of guidelines and frameworks to strengthen early and late life-course services across the province (inclusive of newborns, perinatal, children adolescent services and elderly). Ensuring of the effective containment and control of communicable diseases and to investigate and coordinate provincial responses to disease outbreaks. Coordination of the planning (including Business Plans) and reporting on the service-related special and conditional grants funding to the Western Cape. Promotion of health lifestyle initiatives across multiple settings in both public and private organizations in the province. Coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Establish and strategically direct the project office(s) to project manage departmental response to priorities response to priorities, risks, ad-hoc campaigns, the Conditional Grants, etc. Define and review on a continual basis the purpose, objective, priorities, activities and evaluate the performance of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Monitor and ensure compliance with relevant legislation and prescripts. Overall responsibility for corporate governance, including all aspects of people management and

		development, Financial Management, Information Management and management of Support Services.
<u>ENQUIRIES</u>	:	Ms J Arendse, Tel No: (021) 815-8612
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be subject to competency testing.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/137</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Klipfontein/Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance of the Sub-structure. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.
<u>ENQUIRIES</u>	:	Ms P Olckers, Tel No: (021) 370-5007
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/138</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY AREA: ICU)</u> Tygerberg Hospital
<u>SALARY</u>	:	R614 991 per annum (PN-B4)
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Critical Care Nursing: General. Registration with a professional council: Current Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period 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 / recognisable experience at management level. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Computer literacy in Word, and Excel. Good organisational skills and the ability to function in a team and under pressure. Knowledge of relevant legislation and policy related to this nursing specialty. Strong leadership and good interpersonal communication skills. Nursing Management skills.
<u>DUTIES</u>	:	(key result areas/outputs): Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment. Support / deputise for the Head of Nursing and support the Nursing department

		and the institution. The candidate will be responsible for management and co-ordination of clinical nursing care in the intensive care units.
<u>ENQUIRIES</u>	:	Ms F Marthinus, Tel No: (021) 938-4055
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/139</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1</u> Rural Health Services
<u>SALARY</u>	:	Grade 1: R466 119 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2021/22. Experience: A minimum of 3 years' appropriate experience in Occupational Therapy after registration with the HPCSA. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Sound knowledge and understanding of occupational therapy and health service-related acts, legislation and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Lead, coordinate and supervise the delivery of Occupational therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.
<u>ENQUIRIES</u>	:	Ms S Jaftha Tel No: (023) 348-6496
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	16 July 2021
<u>POST 24/140</u>	:	<u>PACS/RIS ADMINISTRATOR</u> Red Cross War Memorial Children's Hospital
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Technology. Experience: Appropriate experience in Digital Medical Imaging workflow, procedures, and equipment and/or Information Technology. Appropriate experience in the medical imaging environment and/or medical informatics. Appropriate experience in the IT environment especially with troubleshooting, and first level support in computers and network. Appropriate experience in PACS / RIS Systems and applicable international standards (DICOM, IHE, HL7). Competencies (knowledge/skills): Ability to work under pressure, independently and in a team context. Good interpersonal skills within work context. Project management skills. Teaching and training skills.
<u>DUTIES</u>	:	(key result areas/outputs): Support and coordinate technical systems within the healthcare environment. Draft and implement applicable systems, policies, regulations and procedures to ensure efficient system support, monitoring of performance, quality assurance and recoverability systems to uphold the integrity of information. Troubleshooting in terms of Windows and Network administration and institutional information systems. Effect and monitor DICOM analysis. Manage and coordinate agreements between the Hospital and PACS/RIS vendor. Manage PACS / RIS change control. Provide first line support for hardware and software of the PACS / RIS solution. Provide training of personnel in the optimal use of the PACS / RIS solution. Provide technical

advice to management regarding the procurement of imaging modalities and other information systems to ensure integration with the PACS /RIS solution. Liaise with management and report on technical advice regarding the expansion of the PACS / RIS solution to allow additional functionality, to connect additional modalities and to accommodate growth. Assist with outreach to other Provincial Hospitals as required.

ENQUIRIES APPLICATION : Ms A Vlok, Tel No: (021) 658-5104, Prof T Kilborn, Tel No: (021) 658-5101
 : 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.
 : 16 July 2021

POST 24/141 : **ADMINISTRATION CLERK: SUPPORT**
 Central Karoo District

SALARY CENTRE REQUIREMENTS : R173 703 per annum
 : Prince Albert CC
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Training Skills. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context.

DUTIES : (key result areas/outputs): Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder's, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance (locally) in conjunction with provincial office.

ENQUIRIES APPLICATION : Ms B Goliath, Tel No: (023) 414-8200
 : 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.
 : 16 July 2021

POST 24/142 : **HOUSEKEEPING SUPERVISOR**
 West Coast District

SALARY CENTRE REQUIREMENTS : R145 281per annum
 : Vredenburg Hospital
 : Minimum requirement: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirement of the job: Willingness to work shifts which including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

DUTIES : (key result areas/outputs): Responsible for overall planning, control, organising, performing and coordinating at task related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e. staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management.

ENQUIRIES : Mr WB Smeda, Tel No: (022)814-0057

APPLICATION : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr J Engel
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 July 2021

POST 24/143 : **HANDYMAN (MECHANICAL)**
Red Cross War Memorial Children's Hospital

SALARY : R145 281 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirement: Grade 10 Certificate. Experience: Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding tasks. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and own reliable transport. Ability to work on ladders and multi-storied buildings. Willingness to work overtime and do standby duties. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the official to learn and comply with in-house systems and procedures. Knowledge of autoclaves and repairing thereof. Strict adherence to the Occupational Health and Safety Act.

DUTIES : (key result areas/outputs): Assist with execution of mechanical projects which will include fabrication and welding. Maintain and repair equipment at the hospital. Assist other departments within the workshop set up. Ability to work independently and within a team set up. Assist Artisans in the performance of their duties, and clean areas where work has been carried out. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Maintain equipment and work areas in a clean and safe condition.

ENQUIRIES : Mr. L Johnson, Tel No: (021) 658 5481
APPLICATION : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700
FOR ATTENTION : Ms N Charles
NOTE : Candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.
CLOSING DATE : 16 July 2021

**DEPARTMENT OF HUMAN SETTLEMENTS
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/144 : **ADMINISTRATION CLERK: CAPACITY BUILDING AND ECONOMIC EMPOWERMENT, REF NO: HS 25/2021**

SALARY : R173 703 per annum (Level 5)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant office administrative experience. Competencies: Good understanding of the following: Municipal Accreditation, Housing Consumer Education (HCE), Youth in Human Settlements (YiHS); Government Spheres; Office Administration; Excellent time management and organisation skills; Proven computer literacy in MS Office, Outlook and

- Internet. Communication (verbal and written) skills; Conflict Management skills; Telephone etiquette; Ability to work under pressure.
- DUTIES** : Assist with the Municipal Accreditation Programme and related functions; Assist and support Municipalities with the Housing Consumer Education (HCE) Training sessions and related functions; Assist and support Municipalities with the cleaning of the Western Cape Human Settlements Demand Database and related administration functions; Liaise with Municipal Housing Officials regarding title deed handovers.
- ENQUIRIES** : Mr M. Sobotker at Tel No: (021) 483 5430
- 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>

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

- CLOSING DATE** : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 24/145** : **DEPUTY DIRECTOR: TRANSVERSAL TRAINING, REF NO: DOTP 09/2021**

- SALARY** : R733 257 per annum (level 11) (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Human or Social sciences; A minimum of 3 years middle management level experience in the Human Resource Development or similar environment. Competencies: Knowledge of the following: The theory and practice of human resource development, utilising various learning methodologies and electronic platforms; The statutory and strategic human resource development frameworks of the public service; Strategy development, strategy management and strategy monitoring and review processes in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South African public sector; Human resource management and Financial management. Skills: analytical and problem-solving; Conceptual and formulation; Liaison and consultation; Leadership; Project management; Team building and strong inter-personal; Communication (written and verbal); Planning, organising and people management; Computer literacy.

- DUTIES** : Operational Line Management: Manage the provision of the following learning programmes: personal development and effectiveness, communication, financial management, service delivery improvement, induction and re-orientation; Do the programming of all training interventions in the Sub directorate Transversal Training; Undertake special human resource development projects allocated to the Sub directorate; Assist with curriculum development, quality assurance and evaluation/impact assessment matters related to training interventions provided by the Sub directorate; Liaise with provincial, national and international role-players in respect of training and development matters; Provide input in respect of the operational work of other units of the Chief Directorate as required; Operational Planning; Human Resource Management; Financial Management.

- ENQUIRIES** : Mr N. Visagie at Tel No: (021) 865 8028 or email: Noella.Visagie@westerncape.gov.za

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

POST 24/146 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT, REF NO. DOTP 18/2021**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Human Resource Management, Industrial Psychology or Law; A minimum of 3 years relevant management level experience in a Human Resource environment; A valid code B (or higher) driving licence. Recommendation: Knowledge of performance management and administration, disciplinary procedures and relevant legislation. Competencies: Sound knowledge of policy development; budgeting processes; National and Provincial instruments and legislation pertaining to human resources management and performance management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; all bargaining council resolutions; PSC Guidelines; Skills in the following: Computer Literacy; Communication (written and verbal) and Presentation; Budgeting; Analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting.

DUTIES : Advise on the transversal application of the individual performance management system; Facilitate departmental implementation of the individual performance management system and report thereon; Facilitate the compilation of performance agreements; Coordinate the individual rewards system; Provide input into the provincial skills development plan; Coordinate an information management system and database relating to institution wide and cluster-based performance management system; Establish and maintain an appropriate policy base for the effective management of performance; Provide a performance advisory service; Support people management with the management of poor performance; Facilitate roadshows and information sessions on performance management; Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manage the performance, evaluation of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks.

ENQUIRIES : Mr DH Smith Tel No: (021) 483 4869
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>

**DEPARTMENT OF SOCIAL DEVELOPMENT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/147 : **OCCUPATIONAL THERAPIST: FACILITY MANAGEMENT (CLANWILLIAM), REF NO: DSD 110/2020 R1**

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 (Salary will be determined by post registration experience as per OSD prescripts)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform

Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence. Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

- DUTIES** : Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.
- ENQUIRIES** : Ms M Jonkerman at Tel No: (021) 826 5972
- 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>

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

- CLOSING DATE** : 19 July 2021
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing

generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 24/148 : **DEPUTY DIRECTOR GENERAL: STRATEGY, PLANNING AND COORDINATION, REF NO. TPW 61/2021**

SALARY CENTRE REQUIREMENTS : R1 521 591 per annum (level 15). (All-inclusive salary package)
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service Principles; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability; Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Understanding of future planning and strategic foresight; Systems thinking; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.

DUTIES : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Ensure compliance is monitored with relevant legislation; Evaluate the performance of the organisation against pre-determined objectives; Initiate, support and champion organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments; Project and Programme Management; Facilitate the development of provincial strategies, policies and integrated plans; Shape transport in the province through the development of high level policies, strategies and programmes; Shape infrastructure in the province; facilitate and synchronise transversal departmental strategic management processes. Manage EPWP in the province; Ensure the efficient and effective oversight and management for all financial resources of the Branch and all performance requirements as related to the PFMA and ensure good corporate governance; Management of human resources and ensure sound labour practices.

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

POST 24/149 : **DIRECTOR: EDUCATION INFRASTRUCTURE POLICIES STRATEGIES AND SYSTEMS, REF NO: TPW 56/2021**

SALARY CENTRE : R1 057 326 per annum (level 13). (All-inclusive salary package)
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Infrastructure Policies Strategies and Systems experience; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Management principles; Financial Management and sound budgeting; Employee relations; Empowerment (SMME, Broad-based BEE, Women and Disability); Public

- DUTIES** : Service procedures; Programme and Project Management; Strategic Capability and leadership; People Management, planning and empowerment; Change Management; Programme and Project Management; Skills: Human Resource planning; Facilitation and presentation skills; Sound Budgeting skills.
- ENQUIRIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into Directorate goals; Develop and implement strategies; Participate in the strategic planning process; Ensure compliance is monitored with relevant legislation; Evaluate the performance of the directorate; Successfully implement new initiatives and deliver on service delivery; Project and Programme Management; Ensure the efficient and effective oversight and management for all financial resources and all performance requirements as related to the PFMA and good corporate governance; Management of human resources and ensure sound labour practices.
- APPLICATIONS** : Adv. C Smith at Tel No: (021) 483 0025
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

- CLOSING DATE** : 19 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 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

- POST 24/150** : **CHIEF ENGINEER: ROADS BUSINESS GOVERNANCE, REF NO. TPW 58/2021**

- SALARY** : R1 042 827 - Grade A (OSD as prescribed). (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation: Further studies in the field of engineering with specific reference to business management and administration. Experience in the following: Policy development and implementation, governance, and strategy processes/documentation; Road infrastructure management in public services; Research of new and existing technologies. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

- ENQUIRIES** : Dr H. Wolff at Tel No: (021) 483 2222

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/151** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING, REF NO. TPW 59/2021**
- SALARY** : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed), based on recognisable prior experience
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: An appropriate Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a professional Engineer; A valid code B (or higher) driving licence. Recommendation: Further studies in the field of Traffic Engineering; Experience in the following: Traffic studies, Traffic analysis software; Road safety assessments/road audits; Undertaking of Speed Limit Reviews; Design/use/application of road signs and road markings in accordance with the provisions of SARSTSM, including accommodation of traffic applications; Abnormal loads permit assessment/overload control; Policy development and implementation. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Customer focus and responsiveness; Skills: Analytical; Module equipment operating; Financial management; Communication (written and verbal) and Proven computer literacy.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.
- ENQUIRIES APPLICATIONS** : Dr H. Wolff at Tel No: (021) 483 22229
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 24/152** : **ARTISAN PRODUCTION LEVEL: CENTRAL MECHANICAL WORKSHOP, REF NO. TPW 57/2021**
- SALARY** : Grade A: R190 653 - R211 596 per annum
Grade B: R224 574 - R249 246 per annum
Grade C: R262 176 - R324 708 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr R Oliver at Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/153 : **TECHNICAL ASSISTANT: 4 QUALITY ASSURANCE AND 1 CLIENT CARE CENTRE POST AVAILABLE), REF NO: TPW 55/2021**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : NTC 3 Certificate (or equivalent vocational certificate); A minimum of 3 years practical work experience in Mechanical, Panel beating or similar fleet management environment; A valid code B (or higher) driving licence to ensure stand-by duties will be performed. Recommendation: National/Advanced Certificate as a Qualified Motor Mechanic/Panel Beater; Experience in Government Motor Transport or other agencies fleet agencies. Competencies: Working knowledge of the following: Government and/or other motor transport fleet agencies; RMI/ SAMBRA (or equivalent) grading systems; Sound technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Knowledge of BBB-EE Act, Fleet Management Systems, Office Administration and Client Liaison Management; Excellent communication skills (written and verbal) Strong technical acumen; Excellent planning and organisational skills; Ability to conduct technical research and report writing.

DUTIES : Compare quotes to tow and/or recover vehicles, service, maintain and repair vehicles (mechanical and/or accident) and approve/decline said requests; Review vehicles technical history, and recommend/ decline quotes for approval; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with vehicle related suppliers for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Monitor Government Motor Transport work distribution to vehicle related suppliers; Inspect vehicles where the quote for repairs exceed the value of the vehicle, or the vehicle reached their economic life cycle, and recommend the use of parts or withdrawal from service.

ENQUIRIES : Mr R Fourie at Tel No: (021) 467 4747
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/154 : **CLIENT CARE CENTRE AGENT: CLIENT CARE CENTRE, REF NO. TPW 54/2021(6 POSTS AVAILABLE)**

SALARY : R257 508 per annum (Level 7)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in a mechanical, panel beating or similar fleet management environment; A valid Code B (or higher) driving licence. Recommendation: Relevant working experience in the following: Government and/or other motor transport fleet agencies; Retail Motor Industry (RMI)/South African Motor Body Repairers' Association (SAMBRA) (or equivalent) grading systems; Audatex/Abuntex system; Cost analyses. Competencies: Knowledge of the following: Repair, maintenance, panel beating and spray painting of vehicles (i.e. Motorcycles, Quads, Sedans, LDV's, Panel vans, Cranes, Trucks and Busses); BBB-EE Act; Fleet Management Systems; Office administration; Client Liaison Management; Written and verbal communication skills; Planning and organisational skills; Good problem solving and conflict resolution skills; Ability to work in a team and result orientated.

DUTIES : Receive incoming calls from Client institutions on a daily basis; Capture said Fleet Repair and Maintenance service requests (SR's) on the GMT system; Follow up on open service requests with the GMT Teams and/or Vehicle Related Suppliers; Assist with the capturing of vehicle inspections; Publish service requests to invite quotes, and coordinate vehicle assessments by the GMT Team and/or Vehicle Related Suppliers on the GMT premises; Coordinate with Client institutions and assist with the scheduling of vehicles overdue for service intervals as prescribed by the vehicle manufacturer, COF renewal, vehicle manufacturer recall programs and processing vehicle

inspections performed by GMT, the R&M service provider (Nedbank) and Client institutions; Review quotes received via the GMT FleetMan system to tow and/or recover vehicles, servicing, repair and/or maintenance of vehicles and scrutinize the vehicles technical history, before approving or rejecting the service requests with a reason or escalate to the Assistant Director/ Deputy Director/Director for review or approval; Monitor accident damage and/or mechanical repair vehicle downtime progress and follow up on overdue vehicles until resolved; Follow up on outstanding Vehicle Related Supplier invoices to finalize the GMT service requests; Provide technical advice to Client Institutions and Transport Officers, and assist with drafting TV6/28 vehicle condition assessment reports when the vehicles are withdrawn from service (to be auctioned); Receive misuse and/or vehicle hijacking/thefts reporting via the GMT Report line (calls or email) and handle/register said cases on the GMT system (for further action by GMT Fleet Risk Management and the vehicle tracking service provider).

ENQUIRIES
APPLICATIONS

- : Mr S Tyman at Tel No: (021) 467 4756
- : 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>