



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF 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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications 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.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 39 dated 05 November 2021, the requirements has been amended as follows: Senior Administrative Officer (Reporting, Publications and Data Dissemination) Ref No: DBE/63/2021, Branch: Business Intelligence, Chief Directorate: Information and Management Systems, Directorate: Education Management Information Systems (EMIS), Requirement: Applicants must be in possession of a Senior Certificate or equivalent qualification, qualification in Statistics, Social Sciences, Information Technology or related field at NQF level 6 will be an added advantage. Two years' experience of data analysis using statistical software such as SPSS or STATA, MS Excel, MS Access and SQL. The closing date has been extended to 26 November 2021.

MANAGEMENT ECHELON

- POST 40/01** : **DEPUTY DIRECTOR-GENERAL: OFFICE OF THE DIRECTOR-GENERAL REF NO: DBE/ODG/01**
Branch: Office of the Director-General
- SALARY** : R1 521 591 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should have a relevant undergraduate qualification (NQF level 7) and post graduate qualification as recognise by SAQA; 8-10 years' experience at senior management level, coupled with proven experience in providing support to the office of Director-General. 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 for co-ordinating Business and Parliamentary process. Overseeing and reporting on the implementation of department policies programmes and initiatives. Assisting in the servicing of Director-General clusters, Parliament and Cabinet. Co-ordinating the functions of the offices of the Minister, Deputy Minister and the Director-General. Managing

communication services of the Department. Managing Support services to be rendered to provincial education departments. Managing International Relations in the Department, UNESCO throughout the Republic of South Africa and Coordinating intergovernmental and stakeholder relations and strategic partnerships. The ideal candidate would have vision, a mature sense of leadership and proven management abilities. In addition, the successful candidate should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility.

ENQUIRIES
NOTE

- : Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
- : A Certificate for SMS pre-entry programme is required for all SMS appointment, 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. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The successful candidate will be responsible for providing support to the Office of the Director-General.

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** : 29 November 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 must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.
- ERRATUM:** Kindly note the posts of Supervisor COID Client Service Services X2 Rustenburg Labour Centre- Ref No: HR 4/4/10/13 and Klerksdorp Labour Centre- Ref No: HR 4/4/10/14 and Senior Administration Officer: Pension Administrator: Rustenburg Labour Centre Ref No: HR 4/4/10/15 published on Public Service Vacancy Circular 36 dated 15 October 2021 with a closing date of 01 November 2021 are hereby withdrawn. Sorry for inconvenience. Enquiries contact Mr. UT Qambata, Tel No: (018) 387 8195.

OTHER POSTS

<u>POST 40/02</u>	:	<u>SENIOR INTERNAL AUDIT: INTERNAL AUDIT REF NO HR 4/21/10/27HO</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Auditing/ Accounting/ Finance/ BCom information Systems. Two (2) years' functional experience in auditing. A valid driver's license. Institute of Internal Auditors (IIA) certification. Knowledge: Application legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, Government accounting standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories, and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good interpersonal, Presentation, Analytical, Driving, Team Mate.
<u>DUTIES</u>	:	Plan allocated Audit engagements. Conduct Audit engagements in accordance with Audit Programmes. Render administrative support to the Internal Audit within DOL. Supervise the resources in the section.
<u>ENQUIRIES</u>	:	Ms A Mkhonto Tel No: 012 309 4804
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. EMAIL: Jobs-HQ1@labour.gov.za
<u>POST 40/03</u>	:	<u>FACTORY INSTRUCTOR: TEXTILE (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	SEE, Pietermaritzburg- Ref No: HR 4/21/08/04 (X1 Post)
	:	SEE, Kimberly- Ref No: HR 4/21/08/05 (X1 Post)
<u>REQUIREMENTS</u>	:	Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06). Two (2) years functional experience in textile environment. Supervisory Experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	:	Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius Tel No: 012 843 7425
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
<u>POST 40/04</u>	:	<u>FACTORY INSTRUCTOR: WOOD (X3 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	SEE, Pietermaritzburg-Ref No: HR 4/21/08/06 (X1 Post)
	:	SEE, East London- Ref No: HR 4/21/08/07 (X1 Post)
	:	SEE, Pretoria Ref No: HR 4/21/08/08 (X1 Post)
<u>REQUIREMENTS</u>	:	Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment. Supervisory Experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven

exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 40/05 : **FACTORY INSTRUCTOR: STEEL REF NO: HR 4/21/08/03**

SALARY : R257 508 per annum
CENTRE : SEE, Potchefstroom
REQUIREMENTS : Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 40/06 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/121**

SALARY : R257 508 per annum
CENTRE : Provincial Office: KZN
REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations Management / BCOM Law / LLB / Internal Audit. Driver's license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, Compensation of Occupational and Injury Disease Act (COIDA), UIA, Public Financial Management Act (PFMA), BCEA, SDLA, LRA, UI Contribution Act. Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Communication Written and Verbal, Innovative, Analytical, Research and Project management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluates impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.

ENQUIRIES : Mr EM Khambula Tel No: (031) 366 2201
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. Email: Jobs-KZN3@labour.gov.za

POST 40/07 : **CLAIMS CREDIT OFFICER: UIF (X2 POSTS)**

SALARY : R208 584 per annum
CENTRE : Provincial Office: Gauteng stationed at L/C: Germiston Ref No: HR4/4/4/10/21
Labour Centre: Germiston Ref No: HR4/4/4/10/23
REQUIREMENTS : A Grade 12 Senior Certificate with 0-6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act

(UICA), General Recognized Accounting Principles (GRAP), General Accepted Accounting Principles (GAAP), Financial Systems, Departmental Policies and Procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes Procedures. Skills: Financial Management, Communication (verbal and written), Computer Literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding overpayments balance. Keep all overpayment Debtors Records manually and electronically. Resolve all complaints on all Labour Legislations received from Clients. Monitor the payments of benefits to clients.

ENQUIRIES : Ms G Sekhukhune Tel No: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email:Jobs-gp2@labour.gov.za

POST 40/08 : **INSPECTOR INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/10/20**

SALARY : R208 584 per annum

CENTRE : Labour Centre: Sandton

REQUIREMENTS : Three (3) year relevant qualification in Labour Relations/ BCOM/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures. Skills Development Act. Basic Conditions of Employment Act. Unemployment Insurance Contribution Act. Skills: Facilitation. Planning and Organisation (Own work) Computing (Spread sheets, power point and processing) Interpersonal skills. Problem solving skills. Interviewing skills Analytical. Verbal and written communication skills. Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr M Tsautse Tel No: (011) 444 7631

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email:Jobs-gp1@labour.gov.za

POST 40/09 : **CLAIMS PROCESSOR REF NO: HR 4/4/8/96**

SALARY : R208 584 per annum

CENTRE : Kimberley Labour Centre- Northern Cape

REQUIREMENTS : Grade 12 certificate, three (3) year tertiary qualification in Public Management / Administration / Social Science / OHS / Finance / HRM will be added advantage. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goal, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), Technical Knowledge. Skills: Required Technical Proficiency, Business Writing skills, Data Capturing, Data and Records Management, Telephone Skills and Etiquette.

DUTIES : Adjudicate the registered claims. Preparation of compensation benefits. Handle claim enquires. Render administration activities.

ENQUIRIES : Mr R Geswint Tel No: (053) 838 1501 (Kimberley)

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

POST 40/10 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR4/4/4/10/22 (X2 POSTS)**

SALARY : R173 703 per annum

CENTRE : Labour Centre: Pretoria

REQUIREMENTS : Matriculation/Grade 12 plus zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate

- fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy.
- DUTIES** : Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources Services support for the Directorate.
- ENQUIRIES** : Ms M A Phasha Tel No: (012) 309 5000
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein.

INTERNSHIP PROGRAMME YEAR 2021/2022

The Department would like to invite qualifying graduates to apply to participate in an Internship Programme. The internship is meant to provide work exposure to graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously and must be between the ages of 18-35.

OTHER POSTS

- POST 40/11** : **INTERNSHIP: KURUMAN LABOUR CENTRE REF NO: HR 4/4/8/99**
- SALARY** : R6083.66 per month
- CENTRE** : Kuruman
- REQUIREMENTS** : National Diploma /Public Administration or Management/ Project Management/National Diploma in Office Administration or public Relations with no working experience.
- DUTIES** : Office Administration Duties.
- ENQUIRIES** : Mr Z Gwiliza Tel No: 053 712 3952
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCUPI@Labour.gov.za (Upington Labour Centre)
- POST 40/12** : **INTERNSHIP: SPRINGBOK LABOUR CENTRE REF NO: HR 4/4/8/100**
- SALARY** : R6083.66 per month
- CENTRE** : Springbok
- REQUIREMENTS** : Bachelor: LLB/ National Diploma in Labour Relations/ B COM: LAW with no working experience.
- DUTIES** : Office Administration Duties.
- ENQUIRIES** : Mr H Goci Tel No: 027 718 1508
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCSPR@Labour.gov.za (Springbok Labour Centre)

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
For Eastern Cape, KwaZulu-Natal and Free State posts, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 29 November 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/13** : **DIRECTOR: RISK MANAGEMENT REF NO: ODG11//2021**
- SALARY** : R1 057 326 per annum, an all-inclusive annual remuneration package. The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate (NQF 7) in Risk Management or relevant qualification as recognized by SAQA. Five years of experience at a middle/senior managerial level in the relevant field. Affiliation with relevant professional bodies (IRMSA, IIA,

Ethics). Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of: Public Sector Risk Management Framework, Organizational and government structures, Departmental policies and procedures, Medium Term Strategic Framework (government priorities) , Principles and practice of Enterprise Risk Management, Preferential Procurement Policy Framework Act, 5 of 2000, Governance and accountability , Internal control and assurance, ERM concepts, frameworks and methodologies, King IV Report on Corporate Governance, Risk Committee Charters, Framework for Managing Programme Performance Information, knowledge of PFMA and Treasury Regulations, Government priorities, policies and legislation, Departmental policies and strategies, Standard chart of accounts, In addition, the candidate must have general knowledge of Government's standard administrative procedures. Business and project planning and budgeting methodologies; Business and project plan monitoring and reporting methodologies; HR and procurement practices and procedures; and General management practice. Understanding of and exposure to Alternative Dispute Resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability, and leadership. Willingness to work long hours and under pressure.

DUTIES : To oversee the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Ensure the development, implementation and maintenance of Enterprise Risk Management framework, plan and supporting policies and procedures. Ensure awareness on business continuity management (BCM) and good corporate governance practices. Ensure the development and implementation of risk assessment methodologies, models, and systems. Assess and maintain the risk maturity profile of the organization. Ensure identification of risks utilizing appropriate tools and techniques.

ENQUIRIES : Mr R Aucamp Tel No: 012 399 9045

OTHER POSTS

POST 40/14 : **BIODIVERSITY OFFICER CONTROL GRADE A: THREATENED OR PROTECTED SPECIES REF NO: RCSM12/2021**

SALARY CENTRE REQUIREMENTS : R495 219 per annum, (OSD)
: Pretoria
: Four (4) year Degree in Natural/Environmental Sciences or equivalent qualification within the related field plus 6 years' post qualification experience. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedure Act, court processes and document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, but not limited to threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure.

DUTIES : Ensure enforcement of Biodiversity related legislation, including administrative enforcement where applicable. Coordinate enforcement operations. Undertake criminal investigations, crime scene management and open criminal cases to prosecute offenders. Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes, and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement

Information system. Facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums.

ENQUIRIES : Ms Sonja Meintjes Tel No: 012 399 9597

POST 40/15 : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION REF NO: RCSM13/2021**

SALARY : R473 820 – R1 140 828 per annum, (terms and conditions apply)
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Knowledge of Administrative Law, Constitutional Law, Environmental Law. Knowledge of PAJA, the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Knowledge of environmental laws will be an added advantage. Skills required: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

DUTIES : Manage Litigation Matters. Determine liability on Losses and Damages to State Property. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (Department) to protect and conserve the environment. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the Department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property. Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions.

ENQUIRIES : Ms. A Wasserman Tel No: (012) 399 9344
NOTE : Shortlisted candidates will be subjected to an oral interview and a written test.

POST 40/16 : **ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES**

SALARY : R470 040 per annum (Total package R646 193 per annum / conditions apply)
CENTRE : Western Cape EP9010/2021
Eastern Cape EP9011/2021

REQUIREMENTS : A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel

		management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' license as well as above average numerical literacy.
<u>DUTIES</u>	:	Provide project planning and implementation, reporting and compliance on NRM projects (Clearing of invasive plants, management of bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at a specified area of operation. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Support carbon sequestration initiative where necessary in the region. Ensure effective financial management in a specific area of operation. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.
<u>ENQUIRIES</u>	:	Ms U Makati Tel No: (043) 722 0685 Eastern Cape Ms A Moerat Tel No: (021) 941 6008 Western Cape
<u>POST 40/17</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION REF NO: EP16/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum, (Total package of R532 814 per annum/conditions apply) Pretoria An appropriate 3-year Bachelor's Degree/National Diploma in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. Knowledge and experience in project management, database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users' needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Good analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver's license a must.
<u>DUTIES</u>	:	Participate in the conducting of monitoring and evaluation studies within the branch. Generate, customise and communicate reports to the relevant stakeholder. Participate in the process of coordinating the implementation of recommendation from various monitoring and evaluation report. Responsible for the development of the M&E newsletter(s). Contribute in the process of reviewing monitoring and evaluation framework and the 3 year M&E plans. Responsible to supporting the regions with data collection, verification and provision of feedback on a regular basis. Responsible for the capturing, cleaning and analysing of the data collected. Preparation of branch monthly/quarterly performance report. Engagement with stakeholders at different levels. Supporting the branch as and when required.
<u>ENQUIRIES</u>	:	Mr N Sithole Tel No: 012 399 9746

<u>POST 40/18</u>	:	<u>PROJECT COORDINATOR REF NO: EP9012/2021</u>
<u>SALARY</u>	:	R316 791 per annum, (Total package of R460 251 per annum/ conditions apply)
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	An appropriate 3-year Bachelor's Degree/National Diploma in Natural /Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organization and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
<u>DUTIES</u>	:	Provide project planning services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render projects close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
<u>ENQUIRIES</u>	:	Ms U Makati Tel No: (043) 7220685 Eastern Cape, email:umakati@dffe.gov.za
<u>POST 40/19</u>	:	<u>PROJECT COORDINATOR: PMU ILLEGAL WILDLIFE TRADE REF NO: BC10/2021</u> (3-Year Contract)
<u>SALARY</u>	:	R316 791 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Public Management/Administration or equivalent relevant qualification. A minimum of 2-3 years' relevant experience. Knowledge of HR practice & procedures; Administrative procedures; Project management. Knowledge of relevant environmental and other related legislation. Knowledge of governmental procedures and practices. Knowledge on Financial management e.g. Budgeting; Knowledge of Departmental policies and procedures. Sound organising and planning skills; Good communication skills; Computer skills; Report writing skills. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Facilitate the national web-based electronic permit system for cites-listed species used by South African CITES authorities. Load the approval for the appointment of a service provider. Draft the TORs for the service provider and ensure it is approved Compile and submit reports to UNEP and GEF. Compile and submit Quarterly financial reports. Bi-annual progress reports. Project Implementation Review report. Annual co-financing report. Quarterly Global Wildlife Program reports. Provide support on project finance and work plans. Facilitate GEF disbursements from UNEP to Project Partners. Coordinate the approval of work plans and budgets. Conduct annual audit evaluations on the project. Efficiently manage team members, co-financing partners and stakeholders. Facilitate Management Unit meetings. Coordinate quarterly Project Management Committee meetings. Coordinate Project Steering Committee meetings. Coordinate Inter-agency Oversight Committee meeting.
<u>ENQUIRIES</u>	:	Ms M Marele Cell: 066 081 2647
<u>POST 40/20</u>	:	<u>ADMINISTRATIVE OFFICER: PMU: ILLEGAL WILDLIFE TRADE REF NO: BC11/2021</u> (3 Year Contract)
<u>SALARY</u>	:	R257 508 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : National Diploma (NQF6) in Public Management/ Administration or equivalent relevant qualification. 1-2 years relevant experience. Knowledge of HR practice & procedures; Administrative procedures; Project management. Knowledge of relevant environmental and other related legislation. Knowledge of governmental procedures and practices. Knowledge on Financial management e.g. Budgeting; Knowledge of Departmental policies and procedures. Sound organising and planning skills; Good communication skills; Computer skills; Report writing skills. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
- DUTIES** : Provide Logistical Support to The Project Management Unit. Procure goods and services using approved services. Ensure bookings for conferences and workshops are done using approved services. Make all travel arrangements where necessary. Be responsible for all project assets and inventory. Prepare all personnel financial claims including necessary S&T claims of the PMU. Provide Secretariat/Administrative Support. Serve as focal point for information gathering and dissemination by the PMU. Assist in coordinating all governance meetings (National workshops, Project Steering Committee meetings etc.) Assist with compiling and circulating minutes/notes. Assist in follow up on all meetings. Interact with project partners/ external agencies on non-technical and administrative matters. Provide Financial Support to the PMU. Liaise with internal GEF procurement and financial officer. Management of system user database. Maintain high quality standards in accordance with GEF and UNEP policy requirements. Assist in recording and monitoring project expenditure. Assist in preparing all financial and technical reports. Provide Technical Project Support. Assist with implementation of all communications and awareness related activities. Assist with overall technical implementation of the GEF 6 project.
- ENQUIRIES** : Ms M Marele Cell: 066 081 2647

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.
- CLOSING DATE** : 26 November 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 regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the

post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 40/21** : **MANAGER: APPEALS - SPECIAL PENSIONS REF NO: MA/SP/2021/11-1P**
Special Pensions
- SALARY** : R733 257 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognized three-year Bachelor's Degree/N Dip or equivalent three year qualification (at least 360 credits) with six (6) years appropriate proven experience in the administration of Special Pensions of which three (3) years' experience in a managerial role. A valid driver's license is mandatory, at least two years old (a copy must be attached to the application); Computer literacy that would include a good working knowledge of Microsoft Office products, Knowledge of Employee Benefits, Knowledge of Public Finance and Management Act, Knowledge of Programme and Project Management Act, Knowledge of Retirement Fund Industry, Change Management, Adjudication and Appeal Processes, Analytical skills, Financial Management skills, Customer relations skills, Communication skills, Presentation skills, Organizing and coordination skills, Motivational skills, Customer orientated, Ability to communicate at all levels, Outgoing personality, Ability to build strong relationships, Team work, Driving skills.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Management of special and military pensions appeals processes: Oversee the preparation of cases to be heard for appeals; Review and evaluate merits and demerits of appeals cases; Determine if cases are for reconsideration; Manage the drafting of appeals reports; Provide details information to the review panel on review cases. Preparation of the Appeal packs and ensures delivery of completed pack to Appeal Board members. Implementation of Appeal decisions and correspondence to Appellants; Complaints from Appellants and third parties; Delivery and achievement of set targets. Effective management of special pension appeal panel: Build and maintain effective internal and external relationships; Compile, present and submit reports related to effective functioning of the unit; Oversee the effective management of all human resources allocated to component; Oversee the effective management of financial resources allocated to the unit; Compile and maintain assets register of all equipment and computers allocated to the unit; Undertake and facilitate training to relevant stakeholders on special pension's processes; Manage and ensure speedily resolution of audit queries. Develop and implement special pensions appeal administration processes, guidelines and processes: Undertake research on latest trend with regard to administration of appeals processes; Develop a comprehensive and concise guideline on management of and administration of appeals processes; Ensure that the guideline is in line with GPAA strategic objectives and contribute to effective services delivery; Develop special pensions appeals risk assessment procedures and implement risk mitigation measures; Oversee continuous adherence to appeals administration guidelines and policies. Management of the Business Unit: Manage and develop the MIA staff; Manage and supervise the administrative processes of the Business Unit; Manage the financial and procurement processes of the Business Unit; Manage the budget of the Business Unit; Compile strategic plan for the Business Unit; To manage performance, monitoring and evaluation of the Business Unit; Allocate work according to the individual workload, expertise and development needs of the staff; Motivate staff through the implementation of a reward system; Facilitate the organisational communications through appropriate structures and system.
- ENQUIRIES** : Application Enquiries: Geraldine Turner from Fempower on 084 093 5765
General Enquiries: Mr Ismael Radebe Tel No: (012) 399 2299
- NOTE** : One permanent position of Manager: Appeals is currently available currently available at Special Pensions unit of the GPAA. The purpose of the role is to effectively manage the appeals process related to applications for Special

Pensions for GPAA. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSSA regulations. (Information contained in the footer). The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. 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.

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. Applications should be emailed to: recruitment@health.gov.za quoting the reference number indicated per advertised post.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 29 November 2021 @ 12H00 Midday
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed 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 Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 40/22** : **CHIEF DIRECTOR: SECTOR WIDE PROCUREMENT REF NO: NDOH 18 /2021**
Chief Directorate: Sector Wide Procurement
- SALARY** : R1 251 183 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Health and Procurement. A post-graduate qualification (NQF Level 8) in a health-related field will be an advantage. Registration with a health-related professions council will be an added advantage. Extensive and appropriate experience in Public Health and Procurement management, five years (5) of which should at least be at senior management level. Experience should include planning, financial management, health economics and financing, supply chain management, project, and human resource management. Knowledge of relevant legislation including the Medicines and Related Substances Act, the Pharmacy Act, National Health Act and the Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the National Health Insurance Bill. Good communication (verbal and written), presentation, negotiation, people management and computer skills. Willingness to work irregular hours and to travel. A valid driver's license.

DUTIES : Provide strategic leadership, oversight, and management of the functions to support the establishment of the Office of Health Products Procurement, in preparation for National Health Insurance (NHI). These functions include the implementation of systems to support the efficient selection, contracting and contract management of medicines and related health products, the development of a national health products list, the co-ordination of efficient supply chain management processes aligned to the Public Finance Management Act and the establishment of mechanisms to monitor and evaluate the risks inherent in the public procurement process. Implement processes to facilitate the development and maintenance of the Formulary to support the Benefits Advisory Committee which will manage the list of health-related products to be used, in the delivery of health care services in NHI. Implement systems and reforms to manage pricing of the Formulary based on principles such as fairness, transparency, cost-effectiveness, and economies of scale. Support the functions of the Ministerial Advisory Committee on Health Technology Assessment for NHI by implementing systems to undertake reviews of health interventions and technology using the best available evidence on cost-effectiveness, allocative, productive, and technical efficiency. Ensure continuous business improvement in the management of medicines and related health products, aligned to international standards. Contribute to the development of Policies, design planning frameworks and guidelines to operationalise the implementation of NHI. Contribute to and support the development and implementation of supply chain management information systems for medicines and related health products. Strategic management of the chief directorate, including proper allocation of human, financial and other resources.

ENQUIRIES : Dr A Thulare on email: aquina.thulare@health.gov.za

OTHER POSTS

POST 40/23 : **DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCE REF NO: NDOH 16/2021**
Directorate: Communicable Diseases Control

SALARY : R857 559 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : Three year Bachelor's degree at NQF level 7 or National Diploma at NQF level 6 in Biological Science, Communicable Disease, Epidemiology or Public Health. Postgraduate degree at NQF level 8 in the aforementioned fields will be an advantage. At least five (5) years' experience in Biological Science, communicable disease, epidemiology and/or public health environment. Knowledge of legislative framework and practices (Financial, SCM and HR regulatory frameworks, policy development, implementation, evaluation and monitoring). Knowledge of communicable diseases and their control, knowledge of epidemiology and research principles methods, knowledge of health programme monitoring and evaluation principles as well as diagnosis and treatment of emerging, re-emerging and infectious diseases. Good Communication (verbal and written), Coordinating skills, Project Management skills, Planning and Organizing skills. Ability to work under pressure and independently and Computer Skills (MS Office packages). Valid driver's license.

DUTIES : Manage the control programme for emerging and re-emerging infectious diseases as well as neglected tropical diseases. Manage human and financial resources. Strengthen inter-sectoral collaboration on programmatic activities at nation and international level. Respond to ministerial, parliamentary, media and public enquires and correspondence of non-medical nature. Strengthen neglected tropical diseases control. Monitor and evaluate the implementation of interventions for neglected tropical diseases intervention. Strengthen epidemic preparedness and response in line with International Health Regulations. Support field outbreaks/epidemic investigations for emerging and re-emerging infectious diseases. Provide technical leadership in the development of policies, guidelines and strategic plans for the programme.

ENQUIRIES : Ms T Furumele on email: Tsakani.furumele@health.gov.za

POST 40/24 : **DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCE REF NO: NDOH 17/2021**
Directorate: Malaria and Vector Born Diseases

SALARY : R857 559 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : Three year Bachelor's degree at NQF level 7 or National Diploma at NQF level 6 in Biological Science, Communicable Disease, Epidemiology or Public Health. Postgraduate degree at NQF level 8 in the aforementioned fields will be an advantage. At least five (5) years' experience in Biological Science, communicable disease, epidemiology and/or public health environment. Knowledge of legislative framework and practices (Financial, SCM and HR regulatory frameworks, policy development, implementation, evaluation and monitoring). Knowledge of communicable diseases and their control, knowledge of epidemiology and research principles methods, knowledge of health programme monitoring and evaluation principles as well as diagnosis and treatment of malaria and vector borne diseases. Good Communication (verbal and written), Computer skills, Coordinating skills, Project Management skills, Planning and Organizing skills. Ability to work under pressure and independently, willingness to travel and work irregular hours. Valid driver's license.

DUTIES : Provide technical support and coordination of surveillance and vector control activities. Provide technical support and coordination for the provincial malaria and vector borne diseases programmes. Provide intercountry and regional support for vector-borne diseases (E8 cross-border malaria activities) Provide malaria case management training. Management of risk and audit queries.

ENQUIRIES : Ms T Furumele on email: Tsakani.furumele@health.gov.za

POST 40/25 : **ICT GOVERNANCE RISK AND COMPLIANCE ANALYST REF NO: NDOH 15/2021**
Directorate: Information and Communication Technology

SALARY : R316 791 per annum, (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Information Technology at NQF level 6 or equivalent qualification at NQF level 6 in Information and Communication Technology. ITIL foundation and COBIT 5-foundtion certification. At least three (3) years' experience in IT environment. Experience should be in ICT support, policy, process, procedure and standard development. Experience in Microsoft environment, open sources, network directory and authentication services and systems such as LDAP, Active Directory, e-Directory and LAN. Knowledge of ICT governance, risk, security, compliance and continuity methodologies and practices as well as knowledge of computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers and modems. Knowledge of the OSI model, monitoring the LAN's and WAN's as well as ICT systems development, backup, restore, disaster recovery and archiving. Good interpersonal, technical, organizational, analytical, problem solving and communication (written and verbal) skills. Ability to work under pressure and independently, willingness to travel and work irregular hours. Valid driver's license.

DUTIES : Provide ICT governance, risk, compliance and continuity support. Provide customer and stakeholder relation support. Conduct ICT governance, risk, compliance and continuity research. Monitor and report continuity on ICT governance, risk and compliance. Provide assistance in managing ICT risks and audit queries.

ENQUIRIES : Mr Z Gwiba on 072 840 3946

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CENTRAL JOHANNESBURG TVET COLLEGE, NORTHERN CAPE CET COLLEGE AND KING HINTSA TVET
COLLEGE)**

OTHER POSTS

POST 40/26 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES REF
NO: CJC/17/2021**

SALARY : R470 040 per annum (Level 10), plus benefits as applicable in the Public Sector
CENTRE : Central Office
REQUIREMENTS : Grade 12 or equivalent qualification. A recognised, 3 or four-year qualification (Degree/Diploma NQF Level 6). Post Graduate qualification would be a distinct advantage. Professionally qualified, i.e. has a Diploma/Degree in Education or relevant post education qualification. At least 5 years' relevant experience in managing Teaching and Learning in a PSET environment. A sound and thorough knowledge of TVET College programmes. Possession of an unendorsed valid Driver's License. SACE registration. Thorough knowledge and understanding of the relevant legislation related to TVET sector. Sound experience in interpretation, development and implementation of policies. Good leadership skills and Interpersonal skills. Good Problem solving and analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Sound management skills. Report writing and Presentation skills. Planning and organizing. Good verbal and written communication. Computer Literacy (MS Word, Excel, PowerPoint, Outlook).

DUTIES : Oversee Curriculum Management and Administration. Develop, implement, monitor academic and curriculum policies, Support the implementation of ministerial programmes and new or revised ministerial programmes. Coordinate review of the ICASS guidelines for report 191 and NC (V), Develop policy/guidelines for management of curriculum (classroom management policy), Monitoring the conduct of assessments, Provide relevant reports to college executive and oversight bodies, Oversee coordinated curriculum delivery at all the colleges delivery sites. Ensure the implementation of best practice teaching in collaboration with the campus managers. Oversee Academic Management Services. Provide academic support to lecturing staff, plan for delivery of quality teaching and learning, ensure that enrolment targets are set and achieved, assist with admission processes, assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention of critical subjects (Action Plan), Plan class visit to support ICASS and ISAT, Plan for quality delivery. Provide Learning Materials. Coordinate activities for the development of learning materials, Identify learner material, equipment and other resource requirements, Management of all Human, Financial and other resources of the unit.

ENQUIRIES : Mr. B Khakhu Tel No: 011 351 6000
APPLICATIONS : All applications are to be sent via email to recruitment31@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

NOTE : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure

to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 26 November 2021 at 16:00
- POST 40/27** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: CJC/16/2021**
- SALARY** : R376 596 per annum (Level 09), plus benefits as applicable in the Public Sector
CENTRE : Central Office
REQUIREMENTS : Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Internal Audit and/or Quality Management or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Internal Audit or Quality Management/related field in a higher education institution. Experience in the development, implementation and reviews of policies. Knowledge of the relevant prescripts, legislation and regulations relating to Internal Auditing and/or Quality Management. Knowledge and understanding of the Internal Audit environment. Knowledge and understanding of QMS systems. Excellent Planning and organising skills. Sound report writing. Communication and interpersonal Skills. Very good Computer literacy. Analytical and client oriented. Project management experience and skills. Experience in managing staff and team, People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Needs extensive knowledge about Internal Audit Environment. Knowledge of ISO accreditation.
- DUTIES** : The preparation and execution of the internal audit plan: Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College management approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee: Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained: Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, re-evaluated and that records of this assessment are maintained. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Management of staff development: Render management services to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011 351 6000
APPLICATIONS : All applications are to be sent via email to recruitment30@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

- NOTE** : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 26 November 2021 at 16:00
- POST 40/28** : **ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT REF NO: CJC/18/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), plus benefits as applicable in the Public Service
: Central Johannesburg College, Central Office
: Grade 12 or equivalent qualification, a recognized National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. Five years' experience in Risk Management or Internal Auditing. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management and Internal Audit environment. Good Planning and organisational skills. Must possess skills in Financial management. Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing and People management.
- DUTIES** : Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops on fraud and risk to management and employees. Provide reports in relation to trainings, workshops and awareness campaigns. Provide Risk Management services. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services. Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the e-Disclosure. Ensure no employees conduct business with the organ of state. Management of all Human, Financial and other resources of the unit.
- ENQUIRIES** : Mr MB Khakhu at Tel No: (011) 3516000

- APPLICATIONS** : All applications are to be sent via email to recruitment32@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 26 November 2021 at 16:00
- POST 40/29** : **MARKETING MANAGER REF NO: KHC/2021/11/02**
Nature of post: Permanent
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : King Hintsa TVET College-Central Office
- REQUIREMENTS** : Grade 12/NCV L4 plus Recognised three-year Diploma/Degree in Marketing and Communications. Public Relations. Journalism/Media Studies. 5 years' experience in Marketing Department with at least two years in a supervisory level. Must have a valid driver's license. Knowledge of TVET Sector, Sound Communication skills, computer literate, leadership skills, report writing skills, client liaison, Policy formulation skills, initiative, research skills, project and risk Management. Marketing research methodology, Fundraising strategies and trends, negotiation skills, TVET programs, ITS further education and Training Act. DHET Circulars and resolutions, King Hintsa TVET College Policies, procedures and guidelines. All related legislations including Labour legislation. Knowledge of community, commerce and industry needs and Labour Market. Financial and budgetary skills.
- DUTIES** : Manage and coordinate marketing, promotions and branding for the college. Develop and manage College brand identity. Manage all College signage and document branding (letterheads, Certificates etc). Formulate and ensure implementation of the college branding strategy. Develop and produce College publication i.e. Information brochures, annual reports, pamphlets and program information and newsletter. Manage public relations and media liaison services. Manage all media and general community liaison and communications. Manage all college events including exhibitions participation, prize giving, official functions and special marketing events. Coordinate all media queries and respond as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Manage College campaigns on Social Media and Online Communication. Regularly maintain the content, design and layout of the college website. Coordinate College events and provide communication administrative support. Provide photographic services and write stories for the college. Draft articles for the department/college's electronic newsletter. Marketing the department through branding at these events. Verify and make recommendations on all articles. Management of all Human, Financial and other resources of the unit. Provide leadership and guidance to the unit. Manage the development and performance of the staff. Manage the performance agreement of the staff.

- ENQUIRIES** : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
- APPLICATIONS** : Forward applications to: KHC20211102@kinghintsacollege.edu.za
- NOTE** : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.
- POST 40/30** : **SENIOR ADMINISTRATIVE OFFICER REF NO: NCCET01/11/2021**
Branch: Community Education and Training (CET)
- SALARY** : R316 791 per annum (Level 08), plus benefits as applicable in the Public Service
- CENTRE** : Central Office, Kimberley
- REQUIREMENTS** : An appropriate Bachelor's Degree/ National Diploma or equivalent 3 years relevant work experience. Knowledge of PERSAL will be an added advantage. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Excel, Ms Access, MS Power point and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.
- DUTIES** : The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports; Maintaining a central registry and file copies of all documentation; Preparing supporting documents and data for meetings; Prepare, verify and distribute documents to DHET Head Office; Follow up on progress of matters referred to Head Office.
- ENQUIRIES** : Ms Phaladi Euginia Tel No: 053 753 0000 / 0010 / 0014
- APPLICATIONS** : Applications quoting the reference number can be emailed to: ephaladi@nccetc.edu.za or hand delivered to 19 Oliver Road, Klisserville, Kimberley, 8301.
- NOTE** : Applications must be submitted on the new Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service and accompanied by (1), a comprehensive CV and (2) copies of all qualifications (including matriculation), identity document and valid driver's license (Where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicants to ensure that foreign and other qualifications are evaluated by SAQA. The candidate(s) will be required to sign an annual performance agreement. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualifications/study verification and previous employment verification). Applications received after the closing date will not be considered.
- CLOSING DATE** : 26 November 2021 at 13H00

<u>POST 40/31</u>	:	<u>SENIOR ASSETS OFFICER REF NO: KHC/2021/11/05</u> Nature of post: Permanent
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	King Hintsa TVET College – Admin Centre
<u>REQUIREMENTS</u>	:	Grade 12/ NCV L4 or relevant certificate, National Diploma in Financial Management or equivalent with 5 years relevant working experience (Asset Management –GRAP). Knowledge and understanding of Asset Management, Computer skills and driver’s license. Competencies: Good interpersonal skills with strong service orientation and ability to work under pressure. Well-developed writing and communication skills. Solve problems applying innovation thinking. Computer literate. Organised. Self-motivated. Knowledge of PFMA. Knowledge of ITS (Tertiary Integrated Systems) will be an added advantage.
<u>DUTIES</u>	:	Reconcile IFRS compliant asset register General ledger and prepare all asset management information. Calculations of depreciation for the items procured on monthly basis. Assist with developing, implementing and maintaining internal control measures. Policies and procedures pertaining to asset management. Up keeping consolidating of the asset register. Administering the bi-annual stock taking at all Campuses and head office. Control of the internal audit of assets under construction (moveable and non-moveable assets) to the general ledger. Ensure all fixed assets transactions are accurately recorded. Physical verification of assets. Keeping up to date with IFRS changes and application. Attend to any asset related queries.
<u>ENQUIRIES</u>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
<u>APPLICATIONS</u>	:	Forward applications to: KHC20211105@kinghinsacollege.edu.za
<u>NOTE</u>	:	Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver’s license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
<u>CLOSING DATE</u>	:	26 November 2021 @ 14H00, applications received after the closing date will not be considered.
<u>POST 40/32</u>	:	<u>DATA CAPTURER REF NO: KHC/2021/11/06</u> Nature of post: Permanent
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 12/ NCV L4. Office Administration or any relevant certificate. At least 1-year experience in capturing of information. ICDL or any advanced Computer Literacy course will be an added advantage. Verbal and Written Communication Skills. Organizational and Time-management Skills. Accuracy and attention to detail.
<u>DUTIES</u>	:	Management of data/information. Provision of Data capturing functions. Printing of reports from system. Data verification on student information system (ITS). Perform any other tasks that may be delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
<u>APPLICATIONS</u>	:	Forward applications to: KHC20211106@kinghinsacollege.edu.za
<u>NOTE</u>	:	Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and

copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

CLOSING DATE : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

POST 40/33 : **MIS CLERK REF NO: KHC/2021/11/07**

SALARY : R173 703 per annum (Level 05)
CENTRE : King Hintsa TVET College - Admin Centre
REQUIREMENTS : Grade 12/NCV L4. Information Technology (L4) or any relevant equivalent certificate. Must have two years' experience in MIS and Data Base Management. Able perform fast processing (typing speed) high accuracy Good filing system Good knowledge MS. Access and Excel must be a good team leader and respect colleagues be and able work under minimal supervision. Excellent verbal communication interpersonal skills. Competencies: IT Skills are appropriate especially the use of Access and /or SQL database. Experience of working within the education sector. Well-developed written and oral communication skills. Good time management and organizational skills. Ability to work under pressure & meet deadlines.

DUTIES : Management of data/information. Provision of Data capturing functions. Printing of reports from system. Data verification on student information system (ITS). Perform any other tasks that may be delegated by Supervisor/Manager.

ENQUIRIES : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
APPLICATIONS : Forward applications to: KHC20211107@kinghintsacollege.edu.za
NOTE : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

CLOSING DATE : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

POST 40/34 : **ASSET CLERK REF NO: KHC/2021/11/08**

SALARY : R173 703 per annum (Level 05)
CENTRE : King Hintsa TVET College - Admin Centre
REQUIREMENTS : Grade 12/ NCV L4 with accounting as a subject/any relevant equivalent qualification. 1-2 years' experience in asset Management. Sound knowledge of

<u>DUTIES</u>	:	PFMA, MFMA. Basic knowledge of supply chain duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of ITS will be an added advantage. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Competencies: Planning and organizing, Communication (Good verbal and written), Computer Literacy. Flexibility, Customer care services and Report writing. Compile and maintain records (e.g. asset records/ databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register: Keep records of fixed Asset in their register whenever the assets are acquired and ensure that they are bar-coded and updated in the system. Assist in physical assets verification. Monitor the status of record associated with the assets of the College applying internal procedures to check, verify, update and maintain acquisition, value and location details. Update the insurance company of all new assets acquired as well as disposals. Keep records of assets to be disposed. Apply the policies, procedure, standards and legislation with regards to asset treatment. Maintain proper records keeping of fixed asset and prepare reconciliation.
<u>ENQUIRIES</u>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
<u>APPLICATIONS</u>	:	Forward applications to: KHC20211108@kinghintsacollege.edu.za
<u>NOTE</u>	:	Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
<u>CLOSING DATE</u>	:	26 November 2021 @ 14H00, applications received after the closing date will not be considered.
<u>POST 40/35</u>	:	<u>DRIVER/MESSENGER REF NO: KHC/2021/11/09</u> Nature of post: Permanent
<u>SALARY</u>	:	R145 281 per annum (Level 04)
<u>CENTRE</u>	:	King Hints TVET College
<u>REQUIREMENTS</u>	:	Grade 10/STD 8 or any relevant equivalent qualification. Must have a valid driver's license code 10 with PrDP. Proven working experience as a delivery driver. TVET sector experience will be an added advantage. Good communication skills. Must be able to work with people. Able to cope with the physical demands of the job. Safe driving skills. Competencies: Good communicate skills. Must be able to communicate in English (read, write) Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.
<u>DUTIES</u>	:	Loading, transporting, and delivering items to clients or businesses in a safe, timely manner. Assisting with loading and unloading items from vehicles. Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance. You have to drive safely, obey the traffic laws, and respect the rights of other drivers. Not only should you concentrate on your own driving, you should also be well aware of the other vehicles around you. Transport staff and students. Deliver documents from campus to campus.
<u>ENQUIRIES</u>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400

- APPLICATIONS NOTE** : Forward applications to: KHC20211109@kinghintsacollege.edu.za
 : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.
- POST 40/36** : **GENERAL WORKERS (X8 POSTS)**
 Nature of post: Permanent
- SALARY CENTRE** : R102 534 per annum (Level 02)
 : King Hints TVET College:
 TEKO Campus Ref No: KHC 2021/11/10TEK (X3 Posts)
 Msobomvu Campus Ref No: KHC2021/11/10MSB (X2 Posts)
 Centane Campus Ref No: KHC2021/11/10CEN (X1 Post)
 Willowvale Campus Ref No: KHC2021/11/10WIL (X2 Posts)
- REQUIREMENTS** : Grade 10/STD 8 or any relevant equivalent certificate with proven experience as a General Worker. Any Technical Skill will be an added advantage. Competencies: Good communicate skills. Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.
- DUTIES** : Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy at all times.
- ENQUIRIES APPLICATIONS NOTE** : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
 : Forward applications to: KHC20211110@kinghintsacollege.edu.za
 : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

CLOSING DATE : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

POST 40/37 : **CLEANERS (X3 POSTS)**
Nature of post: Permanent

SALARY CENTRE : R102 534 per annum (Level 02)
King Hints TVET College:
Central Office Ref No: KHC2021/11/11ADM
TEKO campus ref no: KHC2021/11/11TEK
Centane Campus Ref No: KHC2021/11/11CEN

REQUIREMENTS : Grade 10/STD 8 or any relevant equivalent qualification with proven experience in cleaning services. Competencies: Good communicate skills. Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.

DUTIES : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments. Communication on specific cleaning material requirements. Clean ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, providing tea/coffee and water during meetings, checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy at all times.

ENQUIRIES APPLICATIONS NOTE : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
Forward applications to: KHC20211111@kinghinsacollege.edu.za
Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

CLOSING DATE : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your application to directorgeneral2021@dirco.gov.za. Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 03 December 2021. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new Form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, please visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a comprehensive CV and copies of qualifications and identity document or any other relevant documents. Received applications using the incorrect Z83 for employment will not be considered. Please forward your application to the e-mail address indicated in the advertisement, quoting the reference number or post name in the subject line in order to receive an acknowledgement. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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), using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. 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 link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/38** : **DIRECTOR-GENERAL: INTERNATIONAL RELATIONS & COOPERATION**
(Fixed-Term Contract)
- SALARY** : R1 978 533 per annum, total salary package, plus a 10% non-pensionable allowance. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a five year employment and performance contract with the Minister.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF Level 8) as recognized by SAQA; 8-10 years of experience at a senior managerial level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. Competencies: A

broad understanding of South Africa's domestic and foreign policy objectives and imperatives; Knowledge of relevant public service prescripts and legislative frameworks; Financial management skills and knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Experience and skills in public policy development and implementation and an understanding of the work of Government and the various stakeholders. Strategic capability and leadership skills; People management and empowerment skills; Service delivery innovation, Change management skills and experience; Client orientation/customer focus; Negotiation skills; Analytical and problem-solving skills; Good interpersonal skills and the ability to inspire staff morale; Ability to communicate effectively at all levels; Willingness to travel nationally and internationally.

DUTIES

: As Accounting Officer and Head of Department, the Director- General will: Successfully carry out responsibilities set out in the Public Finance Management Act (PFMA); Provide corporate as well as financial and asset management services for the Department; Provide strategic leadership in the advancement and promotion of South Africa's national interests and values through bilateral diplomatic relations in pursuit of foreign policy and objectives; Provide strategic leadership in the advancement and promotion of South Africa's national interests and values through multilateral diplomatic relations with other countries in pursuit of foreign policy and objectives; Ensure the provision of Public Diplomacy that promotes a positive projection of South Africa's image which communicates foreign policy positions to both domestic and foreign audiences; Oversee the provision of a world class South African State Protocol and Consular Services in support of DIRCO,s strategic objectives; Oversee the overall security in the Department and implement the Minimum Information Security Standards (MISS); Oversee the disbursement of membership fees and transfers to international organisations.

ENQUIRIES

: Ms MS Maja Tel No: (012) 351 1487

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 29 November 2021

NOTE : Interested applicants must submit their applications for employment to the email address specified in the post. The documents 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, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates and must be produced 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 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 40/39 : **CHIEF DIRECTOR: RULES BOARD REF NO: 21/253/LD**
(Re-Advertisement)

SALARY : R1 251 183 – R1495 956 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor's Degree (NQF 7) as prescribed by SAQA in law or LLB Degree; 10 years experience post qualification in legal advisory/ litigation of which 5 years experience at a senior managerial level; Admission as an Attorney/ Advocate; Knowledge of Public Finance Management Act 1999 and budget management; Knowledge and experience in rules of procedure for courts of law; Understanding of the constitution and knowledge of legislative drafting; In-depth knowledge of the law, Public Service and its governance; Knowledge of Rules Board for Courts of Law Act, 1985 (Act No. 107 of 1985); Knowledge of all relevant governance prescripts including treasury instructions. Skills and Competencies: Strategic capability and leadership; 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.

DUTIES : Key Performance Areas: Manage and facilitate the development of new rules and amendments of the Rules of the Court and projects related to the Rules Board for the Court of Law; Manage and facilitate the Rules Board decisions; Manage and facilitate the publication of Court Rule amendments; Provide effective people management in the secretariat for the Rules Board.

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

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

OTHER POSTS

- POST 40/40** : **FAMILY COUNSELLOR MANAGER REF NO: 130/2021/FA/WC**
- SALARY** : R794 889 – R1 100 325 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate, Cape Town
: Bachelor Degree in Social Work or equivalent qualification; Professional registration with the SACSSP; A minimum of ten (10) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP: Knowledge and understanding of legislation and treaties relevant to domestic and international child protection , the PFMA and treasury regulations; Experience in statutory social work and expert witness in court; Knowledge of integrated approach in provision of service to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child care and protection services. Skills and Competencies: Management skills; Computer literacy (MS Word); 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: Manage, monitor and evaluate the Family Counsellor Services in the province to ensure effective and efficient utilization of Human Resources and other relevant policies and procedures; Monitoring of annual performance targets and case flow management; Quality assure the institutional performance of Family Counsellor Profession including Family Counsellor Supervision services; Manage and monitor Family Counsellor output and capture monthly, quarterly and annual performance information accurately in respect of the work of Family Counsellors in the Province; Manage the coordination of Reg 6 requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Develop, maintain and ensure provincial collaboration with stakeholder and keep up to date with any developments in the Social Work, Forensic Social Work , Family Law and Management fields.
- ENQUIRIES APPLICATIONS** : Advocate S Ebrahim Tel No: (021) 426 1216
: Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor Cape Town.
- FOR ATTENTION NOTE** : Mr M Koopman
: Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children’s Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
- POST 40/41** : **DEPUTY DIRECTOR: (X5 POSTS): (LEGAL PRACTITIONERS) (COMPLIANCE ASSESSMENT) (X2 CAPE TOWN) AND (X3 PRETORIA) REF NO: 21/1/OLSO**
(12 Months Contract Appointment)
- SALARY** : R733 257 – R863 748 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An LLB Degree/ four year Law Degree as recognized by SAQA or equivalent qualification; Minimum of 6 years’ experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation;

- Legislative drafting; Presentation and facilitation; Ability to analyze and develop policies; Communication skills (written and verbal)
- DUTIES** : Key Performance Areas: Assess merit and validity of all complaints in line with mandate of the Office of the Legal Services Ombud; Determine additional requirements based on assessment of complaints; Analyze data and advice on necessary corrective actions; Produce investigation report on all complaints and advice on remedial actions thereof; Gather relevant evidence and conduct witness interviews; Provide legal advisory services to Office of the Legal Services Ombud (OLSO); Draft and review of legal opinions, advice, contracts and service level agreements, correspondence to ensure quality control, compliance with policies, procedures and regulations; Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; Monitor the investigation of complaints, conduct of disciplinary committees and appeal tribunals during LPC; Develop and implement policies, systems and processes in line with legislative provisions and best practices principles; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.
- ENQUIRIES** : Ms. K. Ngomani Tel No: (012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 40/42** : **DEPUTY DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 21/143/CD**
- SALARY** : R733 257 – R863 748 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate LLB qualification (NQF level 7) as recognized by SAQA or equivalent qualification; 3 years experience of management level (Assistant Director) in legal environment and/or research; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and all relevant governance prescripts; Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel. etc); Numerical and analytical; Communication skills (verbal and written); Planning and organizing skills; Problem analysis/solving skills; Project management; Research and analytical skills; Financial management skills; Policy development and analysis skills; Strategic and conceptual orientation; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Conduct research on legislation impacting on fundamental human rights and values as it relates to constitutional democracy; Develop concept documents on crucial research and constitutional matters; Monitor the implementation of constitutional instruments by the three spheres of government; Conduct and form research partnerships with research bodies and tertiary institutions; Coordinate committee inputs and resolutions from the Constitutional Review Committee in Parliament.
- ENQUIRIES** : Mr M Mokoena Tel No: (012) 315 1844 or Tel No: (012) 357 8650
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.
- POST 40/43** : **AREA COURT MANAGER (DEPUTY DIRECTOR) (X7 POSTS)**
- SALARY** : R733 257 – R863 748 per annum, (all-inclusive remuneration package). (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Magistrate Office: Khayelitsha Ref No: 112/2021/WC
Magistrate Office: Wynberg Ref No: 113/2021/WC
Harry Gwala District Ref No: 21/95/KZN
Umkhanyakude District Ref No: 21/96/KZN
Uthukela District Ref No: 21/97/KZN
Umzinyathi District Ref No: 21/98/KZN
Amajuba District Ref No: 21/99/KZN

- REQUIREMENTS** : A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organising skills; Leadership skills; Finance Management skills; Project Management.
- DUTIES** : Key Performance Areas: Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.
- ENQUIRIES** : Cape Town: Ms N Bekwa Tel No: (021) 469 4000
Kwazulu-Natal: Mr JN Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : **Cape Town:** Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
Kwazulu-Natal: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- FOR ATTENTION NOTE** : Mr M Ketelo
Separate application must be made per centre and quoting the relevant reference number.
- POST 40/44** : **DEPUTY MASTER MR-6 REF NO: 21/245/MAS**
- SALARY** : R473 820 – R1 140 828 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Office of the Chief Master
LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Skills And Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of resolution; Assist in drafting Branch APP, SDIP & Operational plans.
- ENQUIRIES APPLICATIONS** : Mr C Msiza Tel No: (012) 315 4754
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- NOTE** : People with disabilities are encouraged to apply.

<u>POST 40/45</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 21/250/LD</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria LLB or four year legal qualification as recognized by SAQA (NQF level 7); A minimum of 8 years appropriate post qualification legal/ litigation and administrative experience; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of criminal procedure, practice and court rules; A valid driver's license. Skills and Competencies: Legal research and drafting skills; Report writing and analytical skills; Computer literacy; Planning and decision making skills; Interpersonal and language skills; Communication skills (written and verbal); Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage all requests for vetting of contracts and legal advice and opinions relating to contracts; Manage the process of dealing with and managing labour litigation matters; Manage out of service debt; Manage and process losses in respect of state money and property including fruitless, wasteful and transport matters; Increase compliance with resources to achieve and sustain an unqualified audit in law enforcement.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240 Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 40/46</u>	:	<u>COURT MANAGER (X8 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices; Blue Downs: Ref No: 114/2021/WC Magistrate Offices Caledon Ref No: 115/2021/WC Magistrate Offices Goodwood: Ref No: 116/2021/WC Magistrate Offices Mitchells PLAIN: Ref No: 117/2021/WC Magistrate, Elliotdale; Ref No: 151/21EC Magistrate, Ngcobo; Ref No: 152/21EC Magistrate, Stuterheim; Ref No: 153/21EC Magistrate, Willowvale; Ref No: 154/21EC
<u>REQUIREMENTS</u>	:	A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial , human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
<u>ENQUIRIES</u>	:	Cape Town: Ms N Bekwa Tel No: (021) 469 4000

<u>APPLICATIONS</u>	:	East London: Ms N Nghona Tel No: 043 702 7000 / 7138 Cape Town: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town. East London: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>FOR ATTENTION NOTE</u>	:	Mr M Ketelo Separate application must be made per centre and quoting the relevant reference number.
<u>POST 40/47</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICE (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum, (The successful candidate will be required to sign performance agreement)
<u>CENTRE</u>	:	Magistrate Office: Cape Town Ref No: 118/2021/WC Magistrate Office: Vredendal Ref No: 119/2021/WC
<u>REQUIREMENTS</u>	:	A financial degree or relevant three year National Diploma/qualification on NQF level 6; Minimum of 3 years experience in the field of Finance, Administration and Human Resource Management; Knowledge and understanding of Public Service Finance Management Act, Public Service Regulations; Knowledge and understanding of Government processes relating to procurement of assets; A valid driver's license. Skills and Competencies: Financial Management Skills; Project Management; Communication (including writing) with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail; Ability to work under pressure, independently and proactively; Computer literate.
<u>DUTIES</u>	:	Key Performance Areas: Monitor financial administration and compliance at cluster level; Compile and analyse the budget expenditure patterns within the cluster and report to the Area Court Manager accordingly; Analyse and address all shortcomings noted in the office's monthly financial returns, such as unclassified monies and outstanding deposits/EFT's; Manage all Supply Chain Management transactions; To ensure that all thefts and losses are reported as prescribed; Ensure that all transactions are audit ready; Effective control over risk management matters in the cluster; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ketelo Tel No: (021) 4625471 Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.
<u>FOR ATTENTION NOTE</u>	:	Ms K Mdledle Separate application must be made per centre and quoting the relevant reference number.
<u>POST 40/48</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 120/2021/WC</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Bellville
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; A valid driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in complex cases (i.e. high profile cases); Interpret in criminal, civil, labour court, small claims courts; Interpret in disciplinary hearings; Interpret in conciliation and arbitration; Interpret in confession; Interpret in pre – trial proceedings and consultations; Translate legal documents and exhibits; develop terminology; Assist with the reconstruction of court records;

- Attend to personnel administrative aspects; Control and supervision of interpreters; Procure foreign language interpreters and casuals in line with PFMA.
- ENQUIRIES** : Mr H Konkie Tel No: (021) 469 4000
- APPLICATIONS** : Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.
- POST 40/49** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
(Re-Advertisement)
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Jacobsdal: Ref No: 21/82/FS
Magistrate's Office: Petrus Steyn: Ref No: 21/83 /FS
- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience. Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of the DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street.
- NOTE** : Separate application must be made per centre and quoting the relevant reference number.
- POST 40/50** : **ADMINISTRATION OFFICER (X2 POSTS)**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Butterworth: Ref No: 144/21EC (Re-Advertisement)
Magistrate, Peddie: Ref No: 143/21EC
- REQUIREMENTS** : B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
- DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff as head of the section; Manage the Performance Management System in section; Supervise Criminal, Civil sections and Family Courts; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training

and development of subordinates and any other duties that may be necessary for the smooth running of the section; To perform any other duties that may be allocated by the Court Manager.

- ENQUIRIES** : Mrs. L de Kock Tel No: (043) 702 7000 / 7130
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- NOTE** : Separate applications must be made quoting the relevant reference number.
- POST 40/51** : **MAINTENANCE OFFICER MR1 –MR5 (X4 POSTS)**
- SALARY** : R198 411 – R480 921 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Cradock: (Will also be responsible to work at other Offices E.G. Middelburg, Somerset East, Pearston, Bedford and Adelaide) Ref No: 145/21EC
Magistrate, Humansdorp (will also be responsible to work at other Offices E.G. Hankey and Joubertina); Ref No: 146/21EC:
Magistrate, Lady Frere (will also be responsible to work at other Offices E.G. Cala, Cofimvaba, Dordrecht, Indwe): Ref No: 147/21EC
Magistrate, Mdantsane; Ref No: 148/21EC (Re-Advertisement)
- REQUIREMENTS** : LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics; Any other administrative functions as required from time to time.
- ENQUIRIES** : Mrs. De Kock Tel No: (043) 702 7000 / 7130
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- NOTE** : Separate applications must be made quoting the relevant reference number.

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
Labour and Labour Appeals Court: Johannesburg/Gauteng Division of the High Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 26 November 2021
- NOTE** : All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). 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 during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. 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. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. HR Related Queries: Ms C Gideon Tel No: (010) 493 2500/2528

OTHER POSTS

- POST 40/52** : **DEPUTY DIRECTOR: STATISTICIAN REF NO: 2021/210/OCJ**
- SALARY** : R733 257 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a National Diploma/Degree in BSc/ BCom/ BTech or any equivalent qualifications and majoring in Statistics. Minimum of five (5) years' practical and relevant experience in Statistical Analysis, which include middle management experience. A valid driver's license. Skills and Competencies: Analytical skills. Communication skills (verbal & written). Computer skills (Ms Office, SPSS & SAS Software). Project management. Interpersonal skills. Numerical skills. Ability to work under pressure. Shortlisted candidates will be subjected to a practical assessment in statistical analysis.
- DUTIES** : Design and develop data collection tools. Oversee the end-to-end data collection process. Oversee the data processing, verification and validation process. Establish various channels for the collection of data via the Provincial Centres/ Superior Courts. Collate, analyse and interpret statistics. Produce statistical publications, reports, newsletters and presentations. Develop and maintain databases containing various datasets. Develop sampling and basic sampling statistical methods and also estimation and interpretation of results resulting from the aforementioned. Apply general statistical theory and principle that is descriptive statistics and inferential statistics application. Train and develop data producers on the utilization of information systems/ data collection tools, data analysis and interpretation. Apply standing instructions, policies and procedures/guidelines to generated reports.
- ENQUIRIES** : Mr M Ndlovane Tel No: (010) 493 2565
- POST 40/53** : **DEPUTY DIRECTOR: FACILITY AND AUXILIARY SERVICES REF NO: 2021/211/OCJ**
- SALARY** : R733 257 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a National Diploma/Degree in the Built Environment, Facilities Management, Property/Real Estate Management or relevant equivalent qualification. A minimum of 5 years' experience in Corporate Services environment (Assistant Director equivalent or higher). Technical knowledge/Competencies: Policy and procedure development and alignment. Advanced computer literacy (MS Office Suite). Excellent management and Organisational skills. Self-driven. Professional with proven leadership abilities. Experience and understanding of Supply Chain management and Financial Management processes and procedures. Knowledge of Occupational Health and Safety Act and other Building Regulations; General Built environment including mechanical, electrical and civil, Water Services Act, and National Environmental Management Act (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act,

Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Experience or knowledge in managing office accommodation relocations. Spatial planning and related facility management services. Experience in managing projects with multiple stakeholders and excellent report writing skills. Experience or understanding in managing fleet assets and related administration of records and postal services. Good knowledge of Public Service legislation, regulations, policies and procedures including legislation pertaining to Public Finance management, Occupational Health and safety and protection of Personnel information. Ability to communicate with various stakeholders at different levels. Excellent business writing skills. Efficient administration skills, ability to understand electronic system relating to Corporate Support. Understanding of procurement processes relating to goods and services relevant to Corporate services. A valid driver's license and willingness to travel to OCJ Service Centres when necessary. Behavioural Competencies: Strategic capabilities and Leadership. Programme and Project management. Financial management. Change management. Knowledge management. Service Delivery Innovation (SDI). Problem solving and Analysis. Client Orientation and Customer Focus.

DUTIES : Manage the effective utilisation and deployment of resources attached to the facilities and auxiliary services and sub directorate. Manage and oversee the provision of an effective Fleet management service to the OCJ. Manage and oversee the provision of infrastructure conducive for OCJ Services Centres. Manage and support the provision of a healthy, safe and risk free work environment at OCJ Service Centres. Coordinate, manage and administer Services at OCJ Service Centres.

ENQUIRIES : Mr N Naidoo Tel No: (010) 493 2549

POST 40/54 : **COURT MANAGER REF NO: 2020/112/OCJ**

SALARY : R733 257 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeals Court: Johannesburg

REQUIREMENTS : Grade 12 and a three (3) years relevant qualification in Public Management or an equivalent qualification. A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level or Junior management. A valid driver's license. Technical knowledge and competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.

DUTIES : Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary.

ENQUIRIES : Ms. T Mbalekwa Tel No: (011) 355 0404

POST 40/55 : **CHIEF REGISTRAR REF NO: 2021/209/OCJ**
(Re-Advertisement), Candidates who previously applied are encourage to re-apply

SALARY : R473 820 - R1 140 828 per annum (MR6), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court of Appeal: Bloemfontein

REQUIREMENTS : Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and Managerial experience. A valid driver's license. Skills and Competencies:

		Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professionalism appearance and conduct.
<u>DUTIES</u>	:	Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President. Make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer care and Customer satisfaction. Manage PMDS of staff.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 406 8191
<u>POST 40/56</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: 2021/213/OCJ</u>
<u>SALARY</u>	:	R376 596 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 and a National Diploma/Degree or an equivalent qualification in Facilities Management, Built Environment, Building/property Project Management. A minimum of three (3) years' relevant years in Facilities Management, Built Environment, Project Management, Building/Property Management. Technical Knowledge and Competencies: Knowledge of Occupational Health and Safety Act and other Building Regulations; General Built environment including mechanical, electrical Water Services Act, and National Environmental Management Act (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures, report writing, project management and implementation, analytical skills, planning. Behavioural competencies: Leadership and decision-making skills, communication skills, punctuality and honesty, team participation.
<u>DUTIES</u>	:	Manage and coordinate with stakeholder's acquisition and maintenance of facilities for OCJ. Manage the day-to-day maintenance function for OCJ service centres, provision and quality assurance of facilities services at OCJ Service Centres. Coordinate and manage the facilities and auxiliary services for the OCJ national Office.
<u>ENQUIRIES</u>	:	Mr N Naidoo Tel No: (010) 493 2549
<u>POST 40/57</u>	:	<u>JUDGES SECRETARY REF NO: 2021/214/OCJ</u> (1-Year Contract)
<u>SALARY</u>	:	R257 508 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of the High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted, candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and

Organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to details. Customer service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and Research capabilities.

DUTIES

: Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court after hours and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES

: Ms T Mbalekwa Tel No: (011) 335 0404

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 26 November 2021 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 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. The DPME reserves the right to utilise practical exercises/tests 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 DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry

into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

- POST 40/58** : **ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 033/2021**
Directorate: Presidential Hotline
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10), plus benefits
: Pretoria
: An appropriate 3-year tertiary qualification (NQF 6) in the area of Political Studies, Public Administration, Call Centre Management, M&E or equivalent with at least 5 years' appropriate experience of which 3 years should be in customer care/or project management environment and 2 years at supervisory level. A good understanding of government policies, M&E and logging of cases. Competencies/Skills: The ideal candidate should possess well developed report writing skills, research methodology and analytical skills, sound knowledge of the Microsoft Office suite (including Excel and Power Point) should produce good quality of work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with the team Personal attributes: The incumbent must be assertive and self-driven, client orientated customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible to facilitate complaints logging support, complaints management support to departments and provinces to ensure good quality logging of cases and effective monitoring of support to departments and provinces. This entails oversight of the quality and correctness of all complaints and queries logged. Maintaining and updating the classification categories and systems used by the call centre. Ensure that complaints and queries are addressed in line with the standards procedures of the project Plan and facilitate updated training for call centre staff. Keep updated records and draft reports.
- ENQUIRIES** : Mr M Lehong Tel No: (012) 312-0540
- POST 40/59** : **SENIOR ACCOUNTING CLERK: PMG REF NO: 034/2021**
Unit: Payables and Receivables
- SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06), plus benefits
: Pretoria
: An appropriate 3-year tertiary qualification (NQF 06) in Financial Management or relevant and equivalent with at least 3 year appropriate experience in the Finance environment. Should have good knowledge and experience of BAS and PERSAL and a high level of computer literacy. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.
- DUTIES** : The successful candidate will be responsible to provide financial administrative and operational services within the Department. This entails Identifying and preparing journals for the allocation of revenue and prepare the payment of revenue to National Treasury and Following up on clearing exceptions and outstanding balances on suspense accounts and capture journals to clear these accounts. Assist with the preparation of monthly compliance certificate and bank reconciliation. Receive state money and allocate receipts on BAS. Issue petty cash and perform weekly petty cash count. Deposit state money and replenishment of petty cash. Verification and capturing of entity details on BAS and Safety Web and assist in reporting on the suspense accounts.
- ENQUIRIES** : Ms J Mchunu Tel No: (012) 312-0462

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 26 November 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be download online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 40/60** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT & INFORMATION TECHNOLOGY MANAGEMENT REF NO: DD IM&ITM**
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate Degree (NQF 7) in Information Technology. A minimum of 5 years' experience within ICT of which 3 years must be at the level of an Assistant Director. Or Junior Management in ICT. Added advantage: Project Management experience / skills, Cloud technology experience, Systems Development principles. Postgraduate degrees in the above-mentioned area will be considered an advantage. Possess knowledge of legislation, regulations, norms, and standards pertaining to public service administration and national information management and information technology policy and strategy. Have proven competencies such as Project Management, Strategic and Business analysis, Innovative Thinking and Problem Solving, Communication, Organisational and Change Management Skills, Adaptability and Networking.
- DUTIES** : Provide IM and IT Governance, Risk and Security management, includes but not limited to, the Development of supporting policies, strategies, standards, norms, guidelines, procedures and Facilitate implementation of the National Information Management and Information Technology Policy and Strategy as well as DSBD supporting directives. Facilitate and coordinate the provision of application

management services (throughout the lifecycle). Manage the provision of IT Management Services. Manage knowledge, records, and information management services. Liaise with internal and external stakeholders, which includes providing advice to management and clients, conducting formal presentations, drafting letters, submissions, reports, awareness sessions, emails, project proposals, represent the Department at relevant committees etc. Manage the human and physical resources within the sub-directorate, includes but not limited to, planning, allocating and quality control of work delivered by employees, performance management, development and maintenance of discipline and administrative related functions, e.g., leave management, working hours, etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DD IM&ITM"

POST 40/61 : **DEPUTY PROGRAMME MANAGER REF NO: DEP PROG MNGR**
Independent contractor position for programme with contract ending Oct 2024

SALARY : R733 257 per annum
CENTRE : Pretoria

REQUIREMENTS : A Master's degree in Accounting, Auditing, Financial management or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years) in Auditing and/or Financial Management. Excellent analytical, training, report writing, presentation and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. At least 8 years professional experience in Project management including 5 years of professional experience in financial management, including undertaking financial and performance audits in South Africa. Donor fund management experience, preferable European Union programmes. Proven experience in working with Government and other public sector stakeholders in the area of financial management, auditing, and supply chain management. Proven experience in formulating, leading/delivering, and assessing training workshops and programmes for participants from public sector.

DUTIES : Exercise oversight over (and report on) the use of Budget Support funds by the implementing partners during Programme implementation and will report to the responsible senior management from DSBD. Monitor and coordinate the financial aspects of Programme implementation amongst the implementing partners and will support the DSBD Chief Finance Officer in the financial management of the Programme. Identify, develop, and implement training initiatives that will improve and/or drive the use of budget Support funds use and/or their financial management during Programme implementation at the management level. Support the manager in drafting and finalisation of the required Programme payment files necessary for submission to the EU when requesting Budget support tranches. Initiate and oversee the annual financial and performance audits for the Programme, as well as any other audit that may take place as and when required. Support the manager in drafting and finalisation of the required programme implementation workplans by the partners in a timely manner. When required, the Deputy Manager will support the Manager in the revision of the Budget Support component Business Plan. Support the Manager in developing and implementing a compliance monitoring system for the Programme. Support the Manager in the drafting and finalisation of the required period reports (annual and quarterly) and performance plans necessary for monitoring the use of Budget Support funds according to applicable timelines. Support the Manager for the PMU in the development of a framework to coordinate and report on SMME Official Development Aid.

ENQUIRIES : Technical enquiries for all advertised posts can be directed to Ms E Koekemoer Tel No: (012)3941142 and for recruitment enquiries should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DEP PROG MNGR"

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please Note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 40/62** : **SENIOR INTERNAL AUDITOR REF NO: DOT/HRM/2021/77**
(Branch: Office of the Director-General)
(Chief Directorate: Internal Audit and Fraud Investigations)
(Directorate: Internal, Performance and IT Audits)
(Sub-Directorate: Internal Audit)

- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of 3 years tertiary qualification National Diploma or Degree (NQF level 6/7) as recognised by SAQA in Internal Auditing/Auditing qualification with 3 Years Internal Audit experience. Experience in auditing of Financial Statements. Plus, the following key competencies: Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA); Knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics; Knowledge, proficiency and skill of auditing financial statements.

		Good interpersonal and communication skills (both written and verbal); Analytical skills, report writing; problem solving; project management skill, Computer Skills, Knowledge of audit tools as an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: Evaluate the internal control systems, risk management and governance processes of the department; Evaluate and assess the reliability and integrity of financial information; Plan audit projects; Develop adequate audit procedures; Execute audit programme by gathering all relevant data and audit evidence; Document all audit findings and provide supporting evidence; Compile audit reports and discuss with clients; Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing; Perform follow up reviews to ensure that agreed action plans were implemented; Conduct ad-hoc audits.
<u>ENQUIRIES</u>	:	Ms Mpho Sepogwane Tel No: (012) 309 3336
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Senior Internal Auditor"
<u>POST 40/63</u>	:	<u>OFFICE ADMINISTRATOR GRADE I VARIOUS POSTS REF NO: DOT/HRM/2021/78</u> (Branch: Various Branches)
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF level 6 qualification in Office Management, Public Administration or any relevant qualification with one (1) year experience OR Grade 12 with 4 years' relevant experience. Computer Literacy Certificate, Administration Skills Certificate and Record Keeping would be an added advantage Note: The following will serve as strong recommendations: Experience and ability to work with people; Excellent communication skills (written and verbal); Ability to communicate with all cultures at all levels; Positive, open and friendly disposition in all communication; Confidence, confidentiality and reliability; Computer literacy (Corel and Microsoft Office, Internet and E-mail); Ability to handle documents and correspondence; Ability to maintain client satisfaction, both internal and external; Willingness to work irregular hours.
<u>DUTIES</u>	:	The incumbent will be responsible to: Provide administrative assistance to the Director: Manage the diary of the Director; Provide responses to the Director's e-mails and other correspondence as required; Organise travel arrangements (accommodation, car, etc.); Assist in the management of claims (S & T, monthly car allowance); Handle the Directorate's petty cash; Send and receive faxes and make photocopies; Handle procurement administration (purchasing and provisioning of stock and equipment) - Collect relevant quotes and order suppliers, Control stock and equipment through registers; Create a filing system for easy tracking of documents for the Director's office; Administer and maintain a database of stakeholders; Assist with project payments; Provide a secretarial support to the Director and Deputy Directors in the unit as and when required; Draft and type letters, agendas, minutes and other correspondence as necessary; Handle enquiries on behalf of the Director from stakeholders and members of the public; Arrange refreshments for meetings; Buy refreshment supplies for the office; Serve tea/coffee for Director/ visitors; Manage logistical and financial arrangements for the Director's official journeys; Organise workshops and strategic planning sessions for the Directorate / exhibitions at conferences / seminars / preparation for meetings; Draw up a leave schedule for the Director; Keep and maintain a leave register; Handle pay slips for the Directorate; Liaise with stakeholders. Document management: Ensure / co-ordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up); Co-ordinate the Directorate's quarterly reports for presentation at Branch meetings as well as the Department's executive meetings; Co-ordinate inputs and prepare presentations for meetings; Keep database on presentations; Prepare document packs for the monthly Directorate's meetings as well as the Branch executive meetings; Co-ordinate media and parliamentary queries and follow up; Ensure distribution of documents to other units; Distribute letters to stakeholders and other Government Departments; Maintain strict confidentiality when working with documents relating to staff, and confidential matters. Provide

workshop/meeting assistance to the Directorate: Keep a database on workshops/projects; Assist with co-ordination of workshop /project reports; Coordinate inputs and prepare presentations for meetings; Assist the manager to compile presentations; Render any other practical assistance required at workshop/project meetings; Perform internet searches for research purposes; Manage workshop/project payments; Provide secretariat support at project meetings as required. Chief User Clerk: Filling and signing of VAS 2 forms; Ordering stationery, equipment and furniture for the office; Monitoring office orders; Making follow ups on orders; Keep an inventory of stationary.

ENQUIRIES
NOTE

- : Mr Peter Mailula Tel No: (012) 309 3357
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Office Admin Grade I"

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Head Office (Pretoria): please email your application quoting the relevant reference number on the subject line to Recruitment.DDG@dws.gov.za
- FOR ATTENTION** : Mr. Ramsing
- CLOSING DATE** : 26 November 2021
- NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceeding 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

- POST 40/64** : **DEPUTY DIRECTOR-GENERAL: WATER AND SANITATION SERVICES**
MANAGEMENT REF NO: 261121/01
Branch: Water Services Management
- SALARY** : R1 521 591 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An undergraduate qualification and an appropriate post-graduate qualification (NQF level 8) qualification in Natural Sciences, Engineering or related field as

recognised by SAQA. At least eight (8) to ten (10) years proven experience in senior management level. Specific knowledge of Water Services and the District Development Model (DDM). An in-depth understanding of the challenges that face the water sector. Ability to initiate and implement integrated approaches to problem solving in the water sector. Strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, good communication (verbal and written) skills, accountability and ethical conduct.

DUTIES

:

As the Head of the Branch: Water and Sanitation Services Management, the incumbent of this position will be responsible to provide leadership for long term sustainable provisioning of water supply and sanitation services. Specific focus areas include the following: the development and maintenance of water supply and sanitation services sector strategy, formulation of planning frameworks and provision of support to stakeholders to ensure compliance to the regulatory framework, provision of water supply and sanitation services information to stakeholders, to support decision making and planning, formulation of sanitation planning and water use efficiency frameworks, oversight and management of water supply and sanitation services infrastructure grants and programmes (e.g. RBIG, WSIG, etc.) and the provision of support on water supply and sanitation services management functions to stakeholders. It is the responsibility of the incumbent of the positions to co-ordinate the planning and implementation of strategies and policies aimed at improving service delivery and ensuring that all Chief Directorates and Directorates provide adequate services in line with its mandate, vision, and mission. Developing reports on Branch Operational Plans in line with the Departmental Strategic Plans, Annual Performance Plans, Annual Reports, Programmes and Projects. Ensure that key deliverables as defined by the National Water and Sanitation Master Plan relating to the Branch, are implemented. Render expert advice to the Director-General and Minister on application of the legislative mandate and enabling regulatory frameworks.

ENQUIRIES

:

Mr. C Greve Tel No: 012 336 8402

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using eRecruitment system which is available on <https://erecruitment.ecotp.gov.za/>, www.ecprov.gov.za or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: Nolungalungisa.nelani@ecotp.gov.za (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: nolungalungisa.nelani@ecotp.gov.za and not as specified above – your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV with at least two (2) contactable referees as well as copies of all qualification (s), (Matric certificate must also be attached) ID document and Driver's license (Where applicable). Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

- POST 40/65** : **DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: OTP 01/11/2021**
- SALARY** : R1 057 326 per annum (Level 13), all-inclusive package
- CENTRE** : Bhisho
- REQUIREMENTS** : An NQF 7 Degree in Social Science, Public Administration, Communications and Public Relations as recognized by SAQA with minimum 5 years' experience at a middle managerial level in intergovernmental relations, stakeholder relations, public relations, communication or public administration. Knowledge of relevant

legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act, and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem solving, Communication, Client-orientation, Project Management and Coordination/Facilitation of intergovernmental relations, planning cycles of all spheres of government and political dynamics & awareness. A valid driver's license.

DUTIES

: Manage the development, implementation and review of provincial intergovernmental relations strategy, policies and programmes. Manage the revision and review of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. E.g Districts, Metros and local municipalities. Coordinate the Premier's Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordinating Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Inter-Governmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: can be directed to: Ms. N. Mafu at 082 562 2347

OTHER POSTS

POST 40/66 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE OPERATIONS REF NO: OTP 02/11/2021**

SALARY : R869 007 per annum (Level 12), (all-inclusive package)
CENTRE : Bhishe
REQUIREMENTS : Bachelor's degree in IT or related at NQF level 7 with at least 3 years' practical experience as an Assistant Director in the ICT Networking/Infrastructure environments. Certifications in Network+, and Cisco Networks is a requirement. Knowledge: IT Risk management, ICT Governance Frameworks, and practices like; CoBIT5, ITIL and ISO standards. Practical knowledge of ICT network infrastructure requirements. ICT network planning, designing and architecture. Project management, Disaster Recovery planning and Business Continuity Services. Information Security Services. Batho Pele Principles Skills and Knowledge of ICT Budgeting. A valid code 08 driver's license is required. Training in CompTIA Network+ and CCNP Professional Certifications, Security+ and Cloud+ will be advantageous. ITIL4 Intermediate Level certification is advantageous.

DUTIES : Coordinate the specification development for and maintenance of ICT infrastructure specifications: Evaluate development in ICT technology to determine applicability of new technology on the ICT environment. Coordinate and confirm the drafting of ICT infrastructure specifications by client departments. Coordinate and conduct regular site inspections to determine ICT Infrastructure requirements. Monitor adherence by service providers to the agreed ICT Infrastructure specifications. Evaluate and confirm ICT Infrastructure related problems are identified by monitoring the software tool and logging calls timeously and effectively. Manage the maintenance and distribution of core switches to ensure the software is regularly updated. Confirm that Network Access Points in the Provincial departmental buildings are configured and properly installed. Maintain virtual LAN for provincial departments. Coordinate the provision of ICT infrastructure, cabling installations and network designs for provincial networks: Validate the approved ICT Infrastructure is implemented effectively. Maintain adherence to the approved Provincial ICT Infrastructure. Coordinate the installation and upgrading of local and Wide Area network (LAN and WAN). Assist with the submission of projects planned for the financial year to DRPW. Assist with the development of the project schedule in consultation with DRPW for the financial year that will be reported to Provincial GITOC monthly. Perform site visits to make sure that new installations conform to the Provincial network's standards. Manage and control of ICT infrastructure assets: Manage and confirm that the ICT infrastructure asset register is regularly updated to validate the accuracy of the form. Confirm the completion of the asset movement/transfer forms and submission to the supply chain monthly. Coordinate the ICT infrastructure asset verification that is performed (with SCMU) for the purposes of updating the asset register. Manage the allocated resources sub-directorate.

ENQUIRIES : can be directed to: Ms. N. Mafu at 082 562 2347

POST 40/67 : **DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT REF NO: OTP 03/11/2021**

SALARY : R733 257 per annum (Level 11), (all-inclusive package)
CENTRE : Bhishe
REQUIREMENTS : An NQF level 7, IT-related degree with a minimum of 3 – 5 years at an Assistant Director level, of which a minimum of 2 years should be in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: Microsoft Certified Solution Expert (MCSE); Productivity, elective Deploying Enterprise Voice with Skype for Business. Microsoft-accredited International certificate only. Finalist candidates without this MCSE certificate will be subjected to the Microsoft Exam 70-333 to assess technical competency in architecting Voice and Unified Communications solutions. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing,

DUTIES

Speaking. Personal Attributes: Confidentiality, Performance Driven, Attention to detail.

: ICT Architecture Management: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design; Establish and maintain a common technology architecture; Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components; Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Project Management: Establish and maintain a formal, approved integrated project plan framework; Eliminate or minimise specific risk associated with programmes and/or projects; Measure project performance against key project performance criteria; Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources; at the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Requirements Definition: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements; Perform a feasibility study of potential alternative solutions; Identify, document, prioritise and mitigate functional, technical and information processing-related risk; Co-ordinate feedback from affected stakeholders and, at predetermined key stages. Solutions Management: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques; Procure solution components based on the acquisition plan in accordance with requirements and detailed designs; Install and configure solutions and integrate with business process activities; Establish a test plan and required environments to test the individual and integrated solution components; Track the status of individual requirements throughout the project life cycle. Change-Acceptance Management: Establish an implementation plan; Prepare for business process, IT service data and infrastructure migration; Promote the accepted solution to the business and operations; Provide early support to the users and IT operations; Conduct a post-implementation review to confirm outcome and results. Knowledge Management: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture; Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services; Organise information based on classification criteria; Propagate available knowledge resources to relevant stakeholders; Measure the use and evaluate the currency and relevance of information - retiring obsolete information.

ENQUIRIES

: can be directed to: Ms. N. Mafu at 082 562 2347

POST 40/68

: **ASSISTANT DIRECTOR: APPLICATIONS ADMINISTRATOR REF NO: OTP 04/11/2021**

SALARY CENTRE REQUIREMENTS

: R376 596 per annum (Level 09)
: Bhishe
: A Degree/ Diploma in IT or related at NQF level 7 with 4 to 5 years' experience in ICT Professional Networking and Server Administration and a minimum of 1 year in supervision of ICT Networking staff will be advantageous. Certifications in MCSA, and Cisco Networking is requirement. An understating and practical experience in the Service Desk environment is a required. Knowledge: Deployment of Cisco LAN & WAN technologies. Designing of Wireless LAN infrastructure. Implementation of Controller and AP High Availability, Wireless Bridging (MESH), Secure Distribution System Connectivity Services on the Wireless Infrastructure, Client Device Security. Deployment of Microsoft 365 services in a hybrid LAN and M365 services access. Deployment of exchange Online and Active Directory in a hybrid environment. Batho Pele Principles Skills and Basic knowledge of Budgeting. A valid code 08 driver's license is required. Training in CompTIA, Network+ and CCNP Professional Certifications, Security+ and Cloud+ will be advantageous.

DUTIES

: Advanced training in the deployment of the Microsoft 365 environment at an enterprise level. ITIL4 Intermediate Level certification be advantageous.
Design, deploy, secure, and troubleshoot LAN and WLAN: Design the Infrastructure of the Wired/Wireless Network for Mobility and Troubleshooting Methodology. Deploy, configure and secure network services. Troubleshoot Wireless APs, Switches, Routers, Servers, and Controllers and monitor network availability and performance issues. Provision, plan and implement networking and security in MICROSOFT 365: Provision tenants: Configure the Microsoft services' tenant name, tenant region, global administrator; manage tenant subscriptions; and manage the licensing model. Add and configure custom domains, Plan pilots, Configure DNS records for services. Administer rights management (RM) on the network. Manage administrator roles in Microsoft 365 and Enable client connectivity to Microsoft 365. Manage cloud identities, DIRSYNC, SINGLE-SIGN-ON (SSO): Manage user and security groups on Cloud and On-Prem services. Configure DirSync on the environment. Manage MS Active Directory users and groups with DirSync in place. Configure appropriate secure password management. Manage, monitor, and troubleshoot Office 365 availability, usage, clients and end-user devices: Manage IT deployments of Microsoft 365 Services and Monitor M365 services health status. Analyse service reports, mail protection reports, Evaluate the mail and account audit logs and, portal email hygiene reports. Plan user consumption and isolate all service interruptions. Configure and plan the deployment of security patches to the departmental environment. Plan and configure exchange online and on-PREM exchange for end users: Configure additional email addresses for users' needs. Manage the configuration of email archive, phishing, antimalware and anti-spam policies. Plan for the hybrid-deployment of exchange online. Maintain a fully functioning On-Prem emailing system. Manage the system center configuration manager and Intune: Plan and manage the deployment of virtual, desktops and mobile applications. Manage the implementation of software updates, compliance settings and end-point protection settings. Manage the software inventory using the Configuration Manager System and deploy new updates as required. Provision SharePoint online site collections, ONEDRIVE and MS TEAMS: Manage the deployment of MS Teams virtual environment and OneDrive to end-users. Configure SharePoint sites for the organization. Configure external user sharing and SharePoint site collection to enable effective collaboration. Plan a collaboration solution: Yammer versus newsfeeds, coauthoring, Project Online, access files across multiple client devices (for example, migrate files to OneDrive for Business), Excel services, Visio services, App Store, and the need for enterprise eDiscovery. Manage the Allocated Resources.

ENQUIRIES

: can be directed to: Ms. N. Mafu at 082 562 2347

POST 40/69

: **ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 05/11/2021**

SALARY

: R376 596 per annum (Level 09)

CENTRE

: Bhisho

REQUIREMENTS

: An NQF level 7 IT-related diploma/degree with 5 years' professional experience. A minimum of three (3) years should be in IT Service Management managing technical staff. Professional qualifications: Required - ITIL V3 Practitioner is a minimum requirement. Advantageous - Microsoft Course 10965 (or later) IT Service Management with System Center Service Manager, ITIL V4 Managing Professional. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Project Management, People Management, Planning and Execution, Interpersonal Relations, Analytical Thinking, Good Communication Skills, Computer Literate. Personal Attributes: Communication and Information Management, Manage interpersonal conflict and resolving problems, Planning and Organizing, Problem Solving and Decision Making, Developing Others and Continuous Improvement.

DUTIES

: Establish a Service Desk function: To register, communicate, dispatch, and analyses all calls, reported incidents, service requests and information demands. Monitoring and escalation procedures based on agreed-upon service levels relative to the appropriate SLA allowing classification and prioritization of any

reported issue as an incident, service request or information request. Measure end users' satisfaction with the quality of the service desk and IT services. Operate an electronic system tool to allow logging and tracking of calls, incidents, service requests and information needs, that integrates incident management, problem management, change management, capacity management and availability management. Classify incidents according to a business and service priority and routed to the appropriate problem management team, where necessary. Keep customers informed of the status of their queries. Establish service desk procedures, so incidents that cannot be resolved immediately are appropriately escalated according to limits defined in the SLA and, if appropriate, workarounds are provided. Establish procedures for the timely monitoring of clearance of customer queries, that; ensures that the service desk records the resolution steps, confirms that the action taken has been agreed to by the customer, records and reports unresolved incidents (known errors and workarounds) to provide information for proper problem management. Produce reports of service desk activity to enable management to measure service performance and service response times and to identify trends or recurring problems, so service can be continually improved. Maintain the Service Desk function: Provide an IT service desk as a single point of contact -1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services. Ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Implement and maintain an ICT assets management system: Maintain an up-to-date and accurate record of all IT assets required to deliver services and ensure alignment with configuration management and financial management. Identify assets that are critical in providing service capability and take steps to maximize their reliability and availability to support business needs. Manage assets from procurement to disposal to ensure that assets are utilized as effectively and efficiently as possible and are accounted for and physically protected. Regularly review the overall asset base to identify ways to optimize costs and maintain alignment with business needs. Manage software licenses so that the optimal number of licenses is maintained to support business requirements and the number of licenses owned is sufficient to cover the installed software in use. Manage customer relations: Implement and monitor end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : can be directed to: Ms. N. Mafu at 082 562 2347

POST 40/70 : **ASSISTANT DIRECTOR: FINANCIAL RECORDS AND ACCOUNTING REF NO: OTP 06/11/2021**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF Level 7 Degree recognised by SAQA in Accounting Management or any related field. Minimum three (3) years' experience in Financial Records & Accounting space or relevant area. In depth understanding

		of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA and Financial Manual. Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS).
<u>DUTIES</u>	:	Assist in the administration of departmental assets and liabilities account: Facilitate the authorisation and debtor collections. Follow up and clear all outstanding inter-departmental debts and balances accurately and timeously. Coordinate the recording and collecting of the inter-department balances. Authorise the debt take-on forms weekly to ensure compliance and accuracy. Assist in the monitoring of financial records and ensure records properly filed. Provision of support in managing suspense accounts services: Provide support in the management of reconciliation of suspense accounts. Render support in the monitoring and control age analysis of suspense account and interdepartmental claims and submit to provincial Treasury. Support the maintenance of credible book of accounts. Support the management of bank reconciliation services: Support the management of reconciliation of banking transactions. Support the monitoring and control clearance of the exemption account. Facilitate and coordinate the monthly and year-end closure of books in BAS. Confirm compliance with treasury Circular 1 and 3. Support the management of financial accounting and reporting services: Support the compilation of monthly, quarterly and annual financial reports. Support in the coordination and review interim and annual financial statement in line with the prescribed Financial Statements guidelines and in accordance with GRAP. Assist in the review of financial information submitted for the purpose of the preparation and compilation of annual and interim financial statements in accordance with modified cash standards. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<u>POST 40/71</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: OTP 07/11/2021</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate as recognized by SAQA in Financial Accounting/Financial Management/Public Finance or any other related field with a minimum of three years' experience in Financial Management or Financial accounting environment. Knowledge of legislation, regulations and policies that governs the Public Service, knowledge & application of Public Finance Management Act. Financial Accounting, Investment and cash management. Knowledge of BAS System.
<u>DUTIES</u>	:	To render Bas system support in the department: Assist in the creation of new segment detail structure for purposes of budget capturing and PERSAL integration. Assist in the maintenance of user account management i.e. Security profile. Assist as a communication link between national treasury and the department. Provide Bas training to users so as to provide better understanding of the system to users. Render support in auditing exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Prepare weekly and monthly financial reports: Preparation of weekly and monthly cash-flows in order to make sure that funds are available on the Departmental bank account; ensure that Departmental bank account is not over drawn. Confirm Exchequer releases, to ensure that cash requested by the Department from Cash management reconciles. Conduct revenue reconciliation for purposes of financial year end. Perform various activities that contribute to the preparation of banking instructions. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<u>NOTE</u>	:	This post is earmarked for a person with disability.

<u>POST 40/72</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL RECORDS & ACCOUNTING REF NO: OTP 08/11/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Bhisho National Senior Certificate and a National Diploma in Financial Accounting / Financial Management or any other related field. Three (3) years' experience within a financial management environment.
<u>DUTIES</u>	:	Facilitate the clearance of suspense accounts and bank exceptions: Facilitate clearance of bank exception on monthly basis. Assist the clearance of suspense accounts. Compile post adjustment journals and daily journals. Check and report misallocations on suspense accounts. Assist preparation of bank reconciliation. Administer safekeeping of financial records: Record file debt take-on and journals. Verify journals to ensure that they are in order. Prepare monthly reconciliation of suspense accounts. Collate and collect the financial information from stakeholders. Prepare interim and annual financial statements working paper file. Supply of financial records required by Auditor-General, departmental staff and Internal Audit. Coordinate general administration in the unit: Confirm availability of operational tools and materials for officials to discharge duties accordingly. Coordinate team meetings monthly. Compile monthly report for attention of the unit director. Assist with compilation of employee claims of the unit (e.g. S&T, fuel).
<u>ENQUIRIES</u>	:	can be directed to: Ms. N. Mafu at 082 562 2347

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

<u>APPLICATIONS</u>	:	Joe Gqabi Region (Sterkspruit): Post to Department of Public Works & Infrastructure, Private Bag X5002, Sterkspruit, 9762, alternatively applications can be forwarded to: e-recruitment-joegqabi@ecdpw.gov.za
<u>FOR ATTENTION</u>	:	Ms N.H Malgas
<u>CLOSING DATE</u>	:	26 November 2021
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Z83) effective 01 January 2021 obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://ecgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). Such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Z83 form must be signed by an original signatures. An unsigned Z83 form or the use of the old Z83 will disqualify an application. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The Department reserves the right not to make

appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions.

OTHER POST

- POST 40/73** : **ARCHITECT: GRADE A REF NO: DPWI 01/11/2021**
- SALARY** : R618 732 per annum, an all-inclusive remuneration package, (OSD)
- CENTRE** : Joe Gqabi Regional Office (Sterkspruit)
- REQUIREMENTS** : National Senior Certificate, B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
- ENQUIRIES** : Mr M. Tshwaku or Mr. S. Dumalisile Tel No: 051 611 9800

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The specific reference number of the post must be quoted. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

MANAGEMENT ECHELON

- POST 40/74** : **CHIEF DIRECTOR: STRATEGIC RESEARCH, MONITORING AND EVALUATION REF NO: HO2021/11/01**
(5 Years Fixed Term Contract Performance Based)
Branch: Strategic Planning Management
- SALARY** : R1 251 183 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF level 7) qualification in Education, Policy or Monitoring and Evaluation. At least 5 years' experience at a Senior Management level in education related management and/or any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Knowledge and Skills: Superior understanding of education delivery research. Extensive knowledge of the education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge M&E in

education. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods. Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills.

DUTIES : Provide strategic and technical leadership to ensure quality M&E, KM, reporting and the learning and research agenda, including performance improvement. Lead the development and execution of a comprehensive Research, Monitoring and Evaluation Framework and Plan. Ensure that all project M&E plans and results-based frameworks align with the organisation's strategic framework, Theory of Change, goals and targets. Monitor organization performance against set plans and targets and manage compilation of performance information reports. Oversee the development of quarterly, annual and ad hoc reports and ensures reporting quality and compliance, including the Audit of Performance information. Develop a sustainable in-house programme of research that will complement and inform programme and policy activities. Provide strategic and technical leadership in knowledge management to support effective and compliant reporting of results and lessons learned and dissemination of programmatic impacts and knowledge products. Ensure research output is disseminated in peer-review academic journals. This will include serving both as lead author on publications, co-authoring publications with senior collaborators at other organisations. Ensure that research output is also disseminated in formats accessible to a wide variety of community stakeholders. Develop strong quality assurance systems focusing on whole school evaluations, systemic and learner testing and rapid assessments of school performance. Develop and monitor service delivery improvement strategies and reports in line with DPISA requirements. Provide strategic direction to the Chief Directorate and exercise the duties of responsibility Manager.

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

POST 40/75 : **CHIEF DIRECTOR: SCHOOL TECHNOLOGY SUPPORT SERVICES REF NO: HO2021/11/02**
(5 Years Fixed Term Contract Performance Based)
Branch: Strategic Planning Management

SALARY : R1 251 183 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF level 7) qualification in Education, IT systems or E-Learning. At least 5 years' experience at a Senior Management level in education and/or any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Knowledge and Skills: Proven track record of project management within the e-learning industry or equivalent. In depth understanding of current and emerging issues and trends in e-learning theory, research and practice. In depth understanding of information system design, programming, implementation and management. E-Learning principles and practices. Understanding of children learning theory and practice; Current and emerging educational technology. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of legislation relevant to the ICT. Demonstrable understanding of contemporary practice of ICT in South Africa. Excellent report writing, analytical, and communication skills, including oral presentation skills.

DUTIES : To provide innovative leadership to the design, quality development, delivery, and assessment of learning programmes offered at schools, including the realisation of fully online, hybrid (50% or more online), and blended (less than 50% online) solutions. Lead with the development and administration of Online Teaching and Learning systems, including the Learning Management System. Must evaluate, assess, and implement technology solutions that support instructional and learner support services for existing school-based and emerging online learning environments and find ways to streamline and optimize processes. Provide effective provisioning, installation/configuration, application, operator and

maintenance of systems hardware and software and related infrastructure support. Forecast, plan IT school requirements including the lifecycle of equipment and replacement model. Manage provisioning and distribution of ICT equipment to schools for curriculum delivery. Provide E-learning support services and e-LTSM to teachers and schools. Develop distance and remote learning policies and best practices in conjunction with the curriculum specialists in the department. Research and develop leading-edge technologies and modalities to support exemplary online and hybrid learning content. Foster awareness of remote, hybrid and distance offerings across all phases of learning. Coordinate professional development activities for teachers and management. Work with various stakeholders across the departments to integrate e-learning options across all school levels and facilitate the achievements of curriculum delivery objectives.

- ENQUIRIES** : Mr. Hector Tsosane Tel No: (011) 843 6533
- POST 40/76** : **CHIEF DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: HO2021/11/03**
(5 Years Fixed Term Contract Performance Based)
Branch: Strategic Planning Management
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate Advanced Diploma/B-Tech /Degree (NQF level 7) qualification in Education/or Planning. At least 5 years' experience at a Senior Management level in a planning, policy or education information and any other appropriate experience. A post-graduate qualification will be an added advantage. Knowledge and Skills: Superior understanding of Education Planning. Extensive knowledge of the education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of legislation relevant to the team's work. Demonstrable understanding of contemporary practice of education planning in South Africa. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods. Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills.
- DUTIES** : Strategically manage the development, approval and maintenance of short-medium- and long-term education development plans for Gauteng. Manage the departmental 5-year strategic, annual performance plan and operational planning processes, as well as related planning policies, regime, and instruments. Direct the development and maintenance of the departmental planning agenda. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Coordinate Education Management Information System and quality data collection initiatives in support of departmental strategic/other planning and accountability processes. Provide strategic and technical leadership for the analysis and use of data from routine information systems and special surveys to influence the design and scope of the program, including ensuring that data are appropriately displayed in dashboards using various graphics and geo-spatial displays. Produce annual statistical report on access, equity, quality and relevance of education. Provide strategic and technical leadership on data quality assurance strategies and ensure systems are in place to ensure high quality data is generated. Lead and manage policy research and development including legislation and the determination of the norms and standards for policy development within the department including the development of discussion papers on policy options. Lead and direct the development of the annual legislative plan for the department. Oversee the implementation of and compliance with policies and legalisation. Provide briefings on policy issues to senior management, high-level policy makers and stakeholders. Lead process to secure donor assistance, to compensate budget shortfalls, to fully execute the

		plans of the department. Provide strategic direction to the Chief Directorate and exercise the duties of responsibility Manager.
<u>ENQUIRIES</u>	:	Mr. Hector Tsosane Tel No: (011) 843 6533
<u>POST 40/77</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: HO2021/11/04</u> (5 Years Fixed Term Contract Performance Based) Directorate: Legal Services
<u>SALARY</u>	:	R1 057 326 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An LLB Degree (NQF Level 7 or above) and admission as an Attorney or Advocate plus a minimum of 5 years middle/senior management experience. Experience in Education Law will be a strong recommendation. Extensive knowledge in civil litigation, court rules and procedures, Court appearance will be an added advantage. Knowledge in interpretation of statutes, administrative law and understanding of different legislative prescripts, legal compliance management as well as contract drafting. Understanding of government processes. Skills: Good interpretation skills. Presentation and facilitation skills, policy development and research skills, legislative drafting, and formulation skills. Good verbal and legal writing skills. Computer literacy, strong leadership qualities and skills. Project planning, implementation, and management skills. Good inter-personal relations. Innovation and creativity. Self-disciplined and able to work under pressure with minimum supervision. People management supervisory skills. Valid driver's license.
<u>DUTIES</u>	:	Management of litigation matters. Administer the preparation of all Court cases including Constitutional Court cases. Assist with consultations to Advocates. Manage the provision of legal advisory services. Provide formal legal opinions and legal advice. Provide legal inputs on correspondence of a legal technical nature. Represent the Department at forums on legal matters. Manage the provision of legislation and contract advisory services. Provide inputs on the provincial legislative programmes. Ensure legally sound contracts are drawn. Ensure legal compliance of the Department. Manage appeal submitted to the MEC. Manage legal investigations and ensure implementation of recommendations. Ensure the effective, efficient, and economic utilisation of allocated resources. Provide and maintain financial management systems that will enable the Directorate to comply with policies. Support and monitor subordinate's performance, identify and manage their development needs. Ensure staffs are kept abreast of all legal new prescripts and policies. Conduct performance assessments of personnel.
<u>ENQUIRIES</u>	:	Adv. EN Mashigo Tel No: (011) 355 0147

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Theatre Operator (JD Allen Theatre) Directorate: Nursing (**for Chris Hani Baragwanath Academic Hospital**) was advertised with wrong salary level: Ref No CHBAH 514 (X1 Post) advertised in Public Service Vacancy Circular 37 dated 22 October 2021, the Salary of the post has been amended as follows: Salary: R102 534 per annum. People who applied are encouraged to re-apply; the closing date has been extended to the 26 November 2021. Kindly note that three following X2 Posts were advertised in Public Service Vacancy Circular 38 dated 29 October 2021. The requirement has been amended as follows: Post: Professional Nurse (Specialty Nursing): Ophthalmic Nurse (**Ekurhuleni Health District**) with Ref No: EHD2021/11/03. A relevant qualification is a Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A post-basic qualification In Ophthalmic Nursing Science with the duration of at least one year accredited with SANC. Registration certificate with the SANC as Professional Nurse and a proof of current registration with the SANC as Professional Nurse. Grade 1: A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Ophthalmic Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years

should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Ophthalmic Nursing Science. (2) Post Chief Diagnostic Radiographer Grade 1 (Ekurhuleni Health District) with Ref No: EHD2021/11/04. Directorate: Rehabilitation, please include Driver's license is essential. The closing date has been extended to 26 November 2021.

OTHER POSTS

- POST 40/78** : **MEDICAL SPECIALIST REF NO: REFS/012441**
Directorate: Internal Medicine- (Nephrology)
- SALARY** : Grade 1: R1 106 040 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 1: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. A Mahomed Tel No: 011 488 3654/3554
APPLICATIONS : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
NOTE : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 26 November 2021

- POST 40/79** : **MEDICAL SPECIALIST REF NO: REFS/012443**
Directorate: Radiation Oncology
- SALARY** : Grade 1: R1 106 040 per annum, (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade1: Appropriate qualification (e.g. MBBCh and FCRadOnc (SA)/ MMed (Rad Onc) that allows for registration with HPCSA as a Medical Specialist in Radiation Oncology. Registration with the HPCSA as Medical Specialty in Radiation Oncology. No experience required after registration with the HPCSA as Medical Specialist.
- DUTIES** : The successful candidate will be expected to render the full spectrum of Radiation Oncology services at the Department of Radiation Oncology. This includes attendance at multi-disciplinary meetings, clinical assessment and formulation of treatments plans for patients, planning and delivery of radiotherapy treatments, on treatment assessments and follow-ups. To assist with patient backlogs in treatment and ensure efficient delivery of radiation therapy in a safe, evidence based, ethical way considering health economics. To assist the Head of Department with the day-to-day management of the unit. Oversee the work of registrars to ensure adequate service delivery from them. To also assist with the teaching program in the department of Radiation Oncology, including attendance and participation in academic meetings, providing supervision and informal and formal teaching to registrars. Research is encouraged, and it is expected that the successful candidate will be involved in their own clinical research, as well as aiding and supervising registrars on their MMeds. Performance of after-hours Radiation Oncology clinical services including in the wards and the assessment and treatment of Radiation Oncology emergencies.
- ENQUIRIES** : Dr D Ramiah Tel No: 011 481 2144
APPLICATIONS : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
NOTE : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 26 November 2021
- POST 40/80** : **MEDICAL PHYSICIST GRADE 1 REF NO: REFS/012418 (X1 POST)**
Directorate: Nuclear Medicine
- SALARY** : R662 190 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, Proof of current HPCSA registration for 2021/2022.No experience needed after registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan.

DUTIES

: Review of radiation safety procedures to ensure compliance with regulatory requirements, this also includes issues relating to radioactive waste .Provide training of Nuclear Medicine Staff in radiation protection issues. Review of personnel radiation exposure and preparation of over-exposure reports as required by DoH:RC/SAHPRA .Monitoring of patient radiation doses: diagnostic reference levels (DRLs) Prevention of radiation incidences in nuclear medicine department. Acquisition and administering of personnel radiation monitoring devices (e.g. radiation dosimeters such TLD badges & audible/alarm dosimeters).Perform calculation and inspection of the facility shielding (shielding considerations of PET/CT systems) as required in accordance with the national regulations. Acts on behalf of license holders in taking a full responsibility for the entire scope of radiation protection .Develop and directs quality control programs to ensure safety procedures, better image quality, and identification of the sources of uncertainty as well as the compliance with regulations. Perform acceptance testing of the newly installed imaging systems to verify the specifications provided by the vendor .Implementation of a regular quality control programme with respect to acceptance tests to ensure the effective use of radionuclide calibrators used for activity measurements and imaging devices such as gamma cameras, SPECT scanners and PET scanners that used for diagnostic applications. Evaluate the performance of PET scanners, SPECT scanners, PET/CT, and SPECT/CT according to NEMA standard. Ensuring the accurate and reproducible measurements of radioactivity in nuclear medicine department. Ensuring that all the activity measuring instruments (radionuclide calibrators and survey meters) are calibrated against the national standard. Review of documentation, which includes procedure manuals and policy documents. Ensure that the correct activity which is measured with a radionuclide calibrator is administered to patient's .Monitor the administration of radioactivity sources (in case of I-131 and Lu-177) to patients for therapeutic procedures. Measurement of the sensitivity of gamma cameras/SPECT scanners prior for the estimation of the activity/counts to be performed. Provides guidelines for proper quantification of nuclear medicine images. Apply the MIRD formalism for dose calculation or develop a standardized dose. Participate in clinical research and teaching physics to nuclear medicine registrars and technologists. Carry out a risk audit with respect to occupational safety from ionizing radiations (gamma rays).Evaluation of all the facilities and procedures in terms of occupational or public safety by performing radiation survey. Participate in drafting/writing specifications prior to purchasing of a new radionuclide calibrator and/or any imaging system. Ability to work full hours a week and work overtime when requested.

**ENQUIRIES
APPLICATIONS**

: Dr K Purbhoo Tel No: (011) 933 0843
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or www.gautengonline.gov.za. No faxed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and

employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/81** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/012445**
Directorate: Nursing Department – Paediatric Wards
- SALARY** : R562 800 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post basic Child nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific area of specialty after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to do call on rotational basis.
- ENQUIRIES** : Ms MJ Rikhotso Tel No: 011 488 3916
- APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the

shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE

: 26 November 2021

POST 40/82

: **OPERATIONAL MANAGER SPECIALTY REF NO: REFS/012446**

Directorate: Nursing Department: Theatre – Night Duty

SALARY

: R562 800 per annum, (plus benefits)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. Post basic Nursing Qualification of the duration of 1 year, accredited with SANC in Operating Theatre nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognizable experience in the specific area of specialty after obtaining the 1 –year post-basic nursing qualification. Computer literacy will be added advantage.

DUTIES

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care directed by the professional scope of practice and standards a determined institution. To apply basic HRR and financial policies when coordinating care to our patients and other stakeholders to demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilisation at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support of nursing care through staff scheduling and supervision. To ensure that environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in – service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

ENQUIRIES

: Mr BR Ditshwane Tel No: 011 488 3826

APPLICATIONS

: should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

NOTE

: Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE

: 26 November 2021

<u>POST 40/83</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 517</u> Directorate: Nursing Services (Surgery)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 - R633 432 per annum, (all-inclusive package) Chris Hani Baragwanath Academic Hospital (CHBAH) Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing – General. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Realization and Maintenance Framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134 should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of

Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/84** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: REFS/012422 (X1 POST)**
Directorate: Occupational Therapy
- SALARY** : R466 119 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Degree in Occupational Therapy. Completion of community service in Occupational Therapy. Registration with Health Profession's Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus proof of current registration for the period 2021/2022. A minimum of 3 years appropriate experience (excluding community service), of which 2 years should be in a supervisory experience. Experience in rehabilitation of adults with neurological fallout. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Experience in a Public Service Hospital and post-graduate training in adult neurore-habilitation would be an advantage.
- DUTIES** : Manage (plan, coordinate and implement) the occupational therapy services in the adult neurology sub-section and manage own patient load. Provide leadership in the adult neuro sub-section. Provide expert advice on complicated clinical neurological conditions and assistive devices. Co-ordinate all relevant meetings effectively, take on a leadership role. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume relevant functions of the HOD. Monitor, motivate for and procure equipment and other resources. Promote and implement ongoing research/projects in the sub-section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Supervise and manage performance of production level therapists, community service therapists, OT Technician, and students. Ensure teaching and skills transference. Monitor proper utilization of human and material resources in the sub-section. Work as a member of the multi-disciplinary team. Manage and implement consultation services to cluster facilities. Manage down-referrals of occupational therapy patients. Monitor ORW. Communicate effectively with all colleagues, subordinates, and relevant stakeholders. Contribute to departmental planning, budgeting, monitoring, and evaluating. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement Ideal Hospital standards in the occupational therapy department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System.
- ENQUIRIES** : Ms L Soulsby Tel No: (011) 933 8187
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01,Pimville, 1808 or www.gautengonline.gov.za. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by

HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/85** : **OPERATIONAL MANAGER GENERAL NURSING REF NO: REFS/012448**
Directorate: Nursing Division: Gastro Outpatient
(Re-Advertisement)
- SALARY** : R444 276 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantages.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
- ENQUIRIES** : Ms DA Ramoshu Tel No: (011) 488 3360
- APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and

financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 26 November 2021

POST 40/86 : **PROFESSIONAL NURSE (ADVANCED PSYCHIATRIC NURSING) REF NO: JUB 37/2021**
Directorate: Health

SALARY : R383 226 – R471 333 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : BasicR425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional nurse. A post basic qualification with a duration of at least one year accredited with SANC in Advanced Psychiatric Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing .Current registration with SANC. Other Skills/ Requirements: Good communication, report writing, facilitation, coordination, liaison, problem solving and networking skills, information management, planning and organizing. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frame works such as Nursing Act, Health Act, OHS Act.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice /qualify patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Coordinate the provision of specialized care.

ENQUIRIES : Ms. Aphane K.J Tel No: (012) 717 9300
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, 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, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies). 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 : 26 November 2021 @ Time: 16:00

POST 40/87 : **RADIOGRAPHER (THERAPY) REF NO: REFS/012444**
Directorate: Radiation Oncology

SALARY : Grade 1: R317 976 per annum
 : Grade 2: R372 810 per annum
 : Grade 3: R439 164 per annum

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : **Grade 1:** Appropriate Qualifications that allows for the required registration with the HPCSA in Therapy, None after registration with the Health Professional

Council of South Africa (HPCSA) in Therapy. **Grade 2:** Appropriate Qualifications that allows for the required registration with the HPCSA in Therapy. Minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Therapy. **Grade 3:** Appropriate Qualifications that allows for the required registration with the HPCSA in Therapy. Minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Therapy.

DUTIES : Responsible for localisation, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties includes appointment and statistics. Assist students during clinical work develop Radiation Therapy skills. Discipline and conflict management of subordinates. Participate in research. Treatment of emergency patients after hours. Undertake all areas of basic and advanced radiation of the patients. Maintain patient care, quality and standard for the division. Accurately interpretation planning directives and deliver radiation to the patients. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patients and their families. Ensure accurate record keeping of radiation treatment planning and delivery function within quality management system. Training of radiotherapy students allocated to work with you in your respective division.

ENQUIRIES : Dr. OI Ubogu Tel No: 011 488 3805
APPLICATIONS : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
NOTE : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted). Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 26 November 2021

POST 40/88 : **LOGISTIC OFFICER REF NO: TRH 7/2021**
Directorate: Admin and Support

SALARY : R257 508 per annum (Level 07)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : National Diploma in Public Administration or equivalent qualification with 3 years' experience or Grade 12 with 7 years relevant experience working in public hospital environment in cleaning, laundry, Household, Waste Management, Property caretakers plus 3 years' experience as a supervisor. Computer knowledge of word, Excel and Power point. Knowledge of policies. Ability to work effectively in a team. Ability to work under pressure. Good communication skills, interpersonal skills and conflict management skills.

DUTIES : Manage, control and direct the logistic services (cleaning, laundry, household waste management and property care takers) effectively and efficiently by means of agreed budget, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of all logistic sections. Plan, implement and monitor all department activities related to procurement. Manage human resource function: duty rooster, leave, job description and PMDS contract. Ensure compliance with ideal hospital tool and

quality improvement. Monitor and ensure proper utilization of the finance and physical resources. Compile submit weekly and monthly report. Manage performance and development of staff. Develop and review of SOP's. Responsible for the M and E report. Perform any duties delegated by the Manager.

ENQUIRIES : Ms SM Lekhuleni Tel No: 012 354 - 6025
APPLICATIONS : Applications must be sent directly to Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 26 November 2021

POST 40/89 : **CLINICAL ASSOCIATE REF NO: JUB 40/2021 (X2 POSTS)**
Directorate: Health

SALARY : R257 508 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : BCMP or equivalent qualification that allows registration as a Clinical associate with the HPCSA. Current registration with the HPCSA as a Clinical associate. Ability to identify high risk and emergency conditions in a patient and take appropriate actions. Ability to utilize diagnostic tools effectively in the management of patients. Knowledge of Health act and relevant regulations. Knowledge of the standard treatment guidelines and protocols. Computer literacy, communication, problem solving and presentation skills.

DUTIES : The successful candidate will perform patient consultations and physical examinations including assessment and management of patients across all ages in the Hospital for all common medical conditions. Apply clinical reasoning in assessment and management of patients. Assist in theatre and perform overtime duties if necessary. Assess, manage and appropriately refer emergency conditions. Perform medical investigative and therapeutic procedures in the wards, emergency department and outpatient department. Perform medical and surgical interventions in accordance with his or her scope of practice under the supervision of a medical practitioner. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling and health education. Ensure comprehensive clinical record keeping. Partake in clinical audits, completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Implement and monitor adherence to national core standard (norms and standards). Effective use of data and appropriate reporting on outputs and health outcomes. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Rights Charter.

ENQUIRIES : Dr O.B Modise Tel No: (012) 717 9302
APPLICATIONS : must be posted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Jubilee District Hospital,

NOTE

Stand No. 92 Jubilee Road, Hammanskraal. No faxed or emailed applications will be considered.

: Applications must be submitted on the new Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full and duly signed. Documents to be attached are: recent, comprehensive CV, specifying all qualifications and experience, with respective dates, copies of the ID, qualification/s including matric, relevant council registration certificate, proof of current registration and relevant service certificates. Documents need not be certified, only shortlisted candidates will be requested to submit certified copies before the interviews. General Information: Note: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least three, one must be your immediate supervisor), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Application 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.

CLOSING DATE

: 26 November 2021 @ Time: 16H00

POST 40/90

: **PROFESSIONAL NURSE GRADE 1: MIDWIFE REF NO: PN/CARLT/10/2021 (X5 POSTS)**

Directorate: Nursing

SALARY CENTRE

: R256 905 - R297 825 per annum, (plus benefits)
: Carletonville Hospital

REQUIREMENTS

: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as a midwife/accoucheur. Registration certificate with the SANC as Professional Nurse and proof of current practicing certificate. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards and, Ideal Hospital Realization and Maintenance Framework.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts and in different wards as per service delivery needs. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital. Adhere to National, Provincial, Hospital and departmental policies, procedures, guidelines and regulations.

- ENQUIRIES APPLICATIONS** : Mrs. K J. Netshidzati Tel No: 0187881709
 : must be submitted at: Carletonville Hospital or mailed the following address Corner Falcon and Annan road or be posted to: The Human Resource Directorate, Carletonville Hospital, Private bag x2023.Carletonville 2499.
- NOTE** : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and it must be completed in full, copy of CV, copies of identity book (ID) and qualifications must be attached. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
- CLOSING DATE** : 26 November 2021
- POST 40/91** : **COMMUNICATION OFFICER REF NO: CHBAH 519 (X1 POST)**
 Directorate: Public Relations and Communication
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05), (plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Grade 12 with no experience. Computer literacy (MS Office, Excel, PowerPoint). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must have office administration competency. Must be able to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.
- DUTIES** : Oversee hospital social media accounts (Facebook, twitter, you-tube, Instagram). Support the hospital events and manage branding in line with departmental corporate identity manual. Carryout photo coverage in all events, implement social media strategy in align with the departmental Cooperate Identity with the Cooperate Identity manual. Manage the hospital digital library (pictures and videos). Conduct research on current social media standard trends and audience preferences, edit, publish and share engaging content daily. Monitor the hospital social media platforms and respond to followers enquiries timeously. Monitor customer reviews. Implement new features to develop brand awareness, like promoting of health services programmes in line with the health calendar, stay up to date with the current technologies and trends in social media, design tools and applications.
- ENQUIRIES APPLICATIONS** : Mr.N. Mazibuko Tel No: (011) 933 9111
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01,Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the

position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/92** : **ADMINISTRATION CLERK REF NO: CHBAH 520 (X7 POSTS)**
Directorate: Patient Affairs
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05), (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Grade 12 or Accredited Equivalent with no experience. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer skills. Must be prepared to rotate and work shifts, which includes weekends and public holidays. Knowledge and application of the Batho Pele Principles and Patient's right and responsibilities. Knowledge of Medicom or experience in Patient Administration will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Perform administrative tasks in accordance with regulatory framework including management of records, data capturing, filing, archiving, scanning, photocopying and collating of documents, etc. Registration of patients on Medicom and Manual / downtime registration books. Communication with various stakeholders (patients, community and employees). Filing of clinical script and other documents of patient files. Be prepared to be allocated to/rotated to all Patient Affairs Section (Casualty, Maternity, Mortuary and others). Compiling of daily, weekly and monthly statistics. Be prepared to be allocated/rotated in Patient Affairs Department and operate as a reliever to other sections within Patient Administration Department Attending to telephonic and verbal enquiries. Adhere to Batho Pele Principles and patients' rights and perform all duties allocated by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Ms. K.G. Tsile Tel No: (011) 933 9090 or Ms. V.S Ndou Tel No: (011) 933 8114
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of

the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/93** : **PORTER REF NO: JUB 38/2021 (X2 POSTS)**
Directorate: Admin and Logistics Management
- SALARY** : R102 534 – R120 780 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Abet level 4 or a minimum of grade 10. Must be able to read and write. Be able to communicate in more than one of the official local languages. Good verbal and written communication. Be prepared to work shifts and weekends. Knowledge of Occupational Health and Safety act. Understanding of the Batho Pele principles. Knowledge of customer care and be willing to work in a team. Experience as a porter will be an added advantage.
- DUTIES** : Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay. Transporting corpse from wards to mortuary. Answer calls from wards and perform any other duty delegated by supervisor.
- ENQUIRIES** : Mr. Motaung M Tel No: (012) 717 9300 Ext 9551
APPLICATIONS : must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 26 November 2021 @ 16:00

<u>POST 40/94</u>	:	<u>LAUNDRY AID REF NO: JUB 39/2021 (X2 POSTS)</u> Directorate: Admin and Logistics Management
<u>SALARY</u>	:	R102 534 – R120 780 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or NQF Level 2. Numerical skills, Batho Pele Principles, be able to work under pressure. One year experience in Laundry Services. Knowledge of National Core standards. Grade 12 will be added advantage. Knowledge of sewing will also be added as an advantage.
<u>DUTIES</u>	:	Collection of soiled linen from the wards and out-patients department daily. Deliver clean linen to respective wards daily. Packing, unpacking and counting of soiled and clean linen daily. Sluice soiled linen daily. Pack linen accordingly in the linen bank and in the wards. Participate in the bi-annual and annual stock taking. Willingness to work more hours and overtime. Willingness to go extra mile when need arises. Adhere to guidelines and prescripts that guides laundry services.
<u>ENQUIRIES</u>	:	Mr. Tshelane M.G Tel No: (012) 717 9300 Ext 9352)
<u>APPLICATIONS</u>	:	must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	26 November 2021 @ 16:00

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

OTHER POSTS

- POST 40/95** : **MANAGER: SOCIAL WORK GRADE 1: EPWP REF NO: SD/2021/11/01**
- SALARY** : R794 889 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 REQUIREMENTS** : Head Office (Johannesburg)
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work policy development. Knowledge of the Expanded Public Works Programme (EPWP) including applicable legislation governing the implementation of the programme Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal), Policy analysis/development and Professional counselling skills.
- DUTIES** : Develop/facilitate the development of policies for rendering a Social Work and EPWP service in Department. Monitor interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. Manage and coordinate the EPWP Social Sector in Gauteng Province Manage the EPWP sub-directorate unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources, e.g. general consultation with stakeholders, quality control of the work delivered by subordinates. Monitor EPWP implementation in line with programmatic mandates and legislation Ensure that subordinates are trained and developed to be able to deliver work of the required standard. Plan and ensure that policy research and development are undertaken and complex Social Work research plans. Keep up to date with new developments in the Social Work and EPWP management field. Study professional journals, publications, social services legal and policy framework continuously. Manage staff training, developments, performance and leave plans
- ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 26 November 2021
- POST 40/96** : **SOCIAL WORK SUPERVISOR GRADE 1 (NPO PARTNERSHIP AND FINANCE) (X2 POSTS)**
- SALARY** : R384 228 per annum, (within the OSD framework)

<u>CENTRE</u>	:	Johannesburg Metro Region (Directorate: Partnerships & Finance) Ref No. SD/2021/11/02 (X1 Post) Ekurhuleni Region (Directorate: Partnerships & Finance) Ref No. SD/2021/11/03 (X1 Post)
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<u>DUTIES</u>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
<u>ENQUIRIES</u>	:	Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region Ms NF Pete Tel No: (011) 820 0332- Ekurhuleni Region
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000. For Attention: Ms CS Dukwana Tel No: (011) 355 9502 Ekurhuleni Region , 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400. For Attention: Ms NF Pete Tel No: (011) 820 0332
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/97</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (FIELD AND INTAKE) (X3 POSTS)</u>
<u>SALARY</u>	:	R384 228 per annum, (within the OSD framework)
<u>CENTRE</u>	:	Johannesburg Metro Region (Directorate: Field & Intakes) Ref No: SD/2021/11/04 (X1 Post) Ekurhuleni Region (Directorate: Field & Intakes) Ref No: SD/2021/11/05 (X2 Posts)
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.

<u>DUTIES</u>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
<u>ENQUIRIES</u>	:	Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region Ms NF Pete Tel No: (011) 820 0332- Ekurhuleni Region
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region , 41 Fox Street, Private Bag X1, Johannesburg, 2000. For Attention: Ms CS Dukwana Tel No: (011) 355 9502 Ekurhuleni Region , 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400. For Attention: Ms NF Pete Tel No: (011) 820 0332
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/98</u>	:	<u>SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R384 228 per annum, (within the OSD framework) Ekurhuleni Region (Directorate: Probation and Canalization) Ref No: SD/2021/11/06 (X1 Post) Sedibeng Region (Directorate: Probation and Canalization) Ref No: SD/2021/11/07 (X1 Post)
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<u>DUTIES</u>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
<u>ENQUIRIES</u>	:	Ms NF Pete Tel No: (011) 820 0332- Ekurhuleni Region Ms L Harmse Tel No: (016) 930 2055-Sedibeng Region (Heidelberg Service Point)
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region , 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400. For Attention: Ms NF Pete Tel: (011) 820 0332 Sedibeng Region , 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911. For Attention: Ms T Mokgokolushi Tel: (010) 345 2253
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	26 November 2021

POST 40/99 : **ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2021/11/08**
(Re-Advertisement)

SALARY : R376 596 per annum, (plus benefits)
CENTRE : Johannesburg Metro Region
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6 or 7) in Financial Management, Cost Accounting and Auditing with a minimum of 3-5 years' experience in NPO Administrative Environment. A valid Code drivers license. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the monitoring and evaluation of NPOs in the Public Sector ,Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations.

DUTIES : Coordination of onsite Monitoring of NPO's, Coordination of Capacity Building to funded NPO's, Coordination of reports on funded NPO's, Coordination of Assessments of NPO's, Supervision of staff.

ENQUIRIES : Ms CS Dukwana Tel No: (011) 355-9502 – Johannesburg Metro Region
APPLICATIONS : can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street or Private Bag x1 Johannesburg, 2000.

FOR ATTENTION NOTE : Ms CS Dukwana Tel No: (011) 355 9502
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. The Department reserves the right to fill or not to fill this position(s).

CLOSING DATE : 26 November 2021

POST 40/100 : **ASSISTANT DIRECTOR: AUXILLIARY SUPPORT**

SALARY : R376 596 per annum, (plus benefits)
CENTRE : West Rand Region Ref No: SD/2021/11/09 (X1 Post)
Sedibeng Region Ref No: SD/2021/11/10 (X1 Post)
REQUIREMENTS : A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's license. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing, Communication, Planning & Organizing, Computer Literacy (MS Office Packages).

DUTIES : Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances and disciplinary matters. Manage the preparation and submission of reports as required.

ENQUIRIES : Mr S Makgorogo Tel No: (011) 950 7700– West Rand Region
Ms Bridgette Nkeane Tel No: (016) 930 2096

APPLICATIONS : can be delivered to- The Gauteng Department of Social Development, **West Rand Region**, 16 Human Street, Krugersdorp, 1740, Private Bag X 2068 Krugersdorp 1740. For Attention: Mr. S Makgorogo
Sedibeng Region, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911. For Attention: Ms B Nkeane Tel No: (016) 930 2096

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

CLOSING DATE : 26 November 2021

<u>POST 40/101</u>	:	<u>ASSISTANT DIRECTOR: SERVICE POINT REF NO: SD/2021/11/11</u>
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE</u>	:	West Rand Region
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF level 6/7) in Public Administration/Management with 3-5 years at a supervisory level. A valid driver's license. Knowledge and understanding of legislative and policy framework on the transformation of service delivery system in the Public Service. Knowledge and understanding of Departmental decentralization model, service point monitoring systems, procedures and processes. Skills & Competencies: Problem Solving Analysis, Interpersonal Relations, Report Writing, Communication, Planning & Co-ordinating, Computer Literacy.
<u>DUTIES</u>	:	Monitoring of administrative support services: Monitor the provision of Fleet, Human Resource and Supply Chain Management Services. Oversee the provision of switchboard services. Monitoring of Service Delivery Improvement Programme: Monitor the implementation of queue marshalling and referral system. Monitor the provision of signage to Service Points. Monitor management of queries and escalations. Attend to the IDP process with municipalities, attend imbizo's and other related services. Management of Staff: Allocate staff in service points. Development staff performance contracts and conduct performance reviews. Manage staff leave plan, grievances and disciplinary matters.
<u>ENQUIRIES</u>	:	Mr S Makgorogo Tel No: (011) 950 7700
<u>APPLICATIONS</u>	:	can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, Krugersdorp, 1740, Private Bag X 2068 Krugersdorp 1740.
<u>FOR ATTENTION</u>	:	Mr. S Makgorogo Tel No: (011) 950 7700
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/102</u>	:	<u>SOCIAL WORK POLICY DEVELOPER REF NO: SD/2021/11/12</u>
<u>SALARY</u>	:	R363 801 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A tertiary qualification in Social Work, Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Project Management skills: Planning and organizing, Networking skills, Communication (written and verbal), Professional counselling skills, Policy Analysis and development, Financial management, Presentation skills, Monitoring and evaluation skills, Ability to compile complex reports.
<u>DUTIES</u>	:	Develop, implement, and maintain HIV and AIDS policies and guidelines. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements, develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies, develop programmes to implement the relevant policies, Monitor and evaluate HIV and AIDS services rendered by funded NPO's. Keep up to date with new developments in the social work field. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments, Monitor and study the social services legal and policy framework continuously, Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed, Research and development, Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms Z Hlatshwayo Tel No: (011) 227 0121
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms Z Hlatshwayo Tel No: (011) 227 0121
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 26 November 2021

POST 40/103 : **TECHNICIAN: ICT INFRASTRUCTURE REF NO: SD/2021/11/13**

SALARY : R316 791 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 2-3 years' experience. A valid driver's license. Technically oriented, Attention to detail, Systematic, Project Management, Technical Knowledge and understanding of ICT Infrastructure legislative framework in the Public Service, Technical Knowledge and understanding of Voice Data and structured cabling environment, Knowledge of ICT hardware and software standards, ICT Technical Skills, Analytical Skills, Report writing skills, Communication Skills, Problem solving skill, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Facilitation Skills.

DUTIES : Provision of ICT Infrastructure Support functions, Infrastructure Site visits conducted with Service Providers, Assessment of ICT Infrastructure, Testing and implementation of ICT hardware, Conduct ICT Infrastructure audits, Empowerment of Interns and Learners.

ENQUIRIES APPLICATIONS : Mr T Melane Tel No: (011) 227 0043
 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Mr T Melane Tel No: (011) 227 0043
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 26 November 2021

POST 40/104 : **TECHNICIAN: ICT OPERATIONS REF NO: SD/2021/11/14**

SALARY : R316 791 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification in Information Technology/ Computer Science with 2-3 years' experience. A valid driver's license. Technically oriented, Attention to detail, Systematic, Technical Knowledge and understanding of ICT Operations legislative framework in the Public Service, Technical Knowledge and understanding of Departmental ICT Operations strategy, Technical Knowledge of ICT hardware and software standards, ICT Technical Skills, Analytical Skills, Report writing skills, Communication Skills, Problem solving skill, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Facilitation Skills.

DUTIES : Provision of Service Desk functions, Provision of Technical Operations, Implementation of ICT Standards, Policies and procedures, Supervision of ICT Interns.

ENQUIRIES APPLICATIONS : Mr T Melane Tel No: (011) 227 0043
 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Mr T Melane Tel No: (011) 227 0043
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 26 November 2021

POST 40/105 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: SD 2021/11/15**

SALARY : R316 791 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 2-3 years' experience. A valid drivers' license. Technically

orientated, Analytical, Attention to details, Knowledge and understanding of legislative framework governing the Public Service in ICT related ,Knowledge and understanding of Information and knowledge practices, Knowledge and understanding of Information systems, Knowledge and understanding of ICT legislative frameworks, Computer skills, Strategic Planning, Business Insight, Team working, Supervision, Communication, Interpersonal relations, Problem Solving and Analysis, Staff Development, Information Systems, Planning and co-ordinating, Analytical Skills, Project Management Skills, Report writing skills, Conflict management skills, Interpersonal Skills, Leadership Skills, Coordination Skills, Facilitation Skills.

DUTIES : Apply ICT policies, strategies and standards, Collection, collation and standardization of departmental datasets, conduct knowledge needs and priorities in terms of the value of business, Conduct awareness on effective use of knowledge sharing tools for all partners and staff, Providing information for Risk registers, AG and GAS matters, Supervision of staff.

ENQUIRIES : Ms V Cimani Tel No: (011) 355 7707

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Ms V Cimani Tel No: (011) 355 7707

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

CLOSING DATE : 26 November 2021

POST 40/106 : **SENIOR ADMIN OFFICER (GENERAL LEDGERS) REF NO: SD/2021/11/16**

SALARY : R316 791 per annum, (plus benefits)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) Accounting/ Auditing with 2-3 years' experience in Finance, A valid driver's license. Financial Management and Procedures, Budgeting Processes, PFMA legislations, Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, treasury regulation, DORA, GRAP, Knowledge and understanding of the Department's Constitutional mandate, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, People Management skills.

DUTIES : Supervision of clearing and reconciliation of receivables accounts, Co-ordination of receivable accounting reports, Monitoring the implementation of internal financial control systems, Supervision of banking services, Implementation of audit findings, Supervision of staff.

ENQUIRIES : Ms T Melane Tel No: (011) 227 0043

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Mr T Melane Tel No: (011) 227 0043

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

CLOSING DATE : 26 November 2021

POST 40/107 : **SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: SD/2021/11/17**

SALARY : R316 791 per annum, (plus benefits)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : 3-year tertiary qualification (NQF Level 7/NQF Level 6) in Risk Management. This is a specialised field which once qualified requires affiliation to the professional body of the Institute of Risk Managers of South Africa. This body governs the professional practice, conduct and development of such professionals. Demonstrated working experience at least 2 - 3 years' experience at supervisory level in the risk management field, demonstrate at up to 2 – 3 years' experience of

	:	the ability to plan and organise allocated risk assessments and independently manage allocated tasks as well as juniors and provide adequate and timeous feedback to supervisor, must demonstrate experience in compilation of risk assessment reports for specifically allocated sites for assessments, A valid driver's license. Confidentiality, Planning and organising skills.
<u>DUTIES</u>	:	Establishment and maintenance of the departmental Risk Management framework, Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks), knowledge of barnowl, Supporting the Risk Management Committee and Risk Champions Forum, General Functions.
<u>ENQUIRIES</u>	:	Mr OG Moitsi Tel No: (011) 227 0068
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr OG Moitsi Tel No: (011) 227 0068
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/108</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: SD/2021/11/18</u>
<u>SALARY</u>	:	R316 791 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	3 Year Tertiary Qualification (NQF Level 7/NQF Level 6) in Internal Auditing and/or Internal Control. Minimum of 2-3 years' experience at a supervisory level. A valid driver's license. Honesty and integrity, Attention to details, Confidentiality, Objectivity and independence, Technical Skills, Analytical thinking, Mathematical skills, Statistical skills, Problem solving skills, Negotiation skills, Conflict resolution, Project management skills, Time management skills, Communication skills: written and spoken, Excellent report writing skills, Planning and organising skills, Supervisory Skills: own projects and juniors and team members, Deadline driven and task orientated, Interpersonal Skills, Detailed research skills, Computer literate: Advanced excel, word and power point.
<u>DUTIES</u>	:	Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies, Test and monitor the quarterly key controls, Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING III, Integrity Management Framework, Supervise and monitor audit processes, General Functions.
<u>ENQUIRIES</u>	:	Ms V Cimani Tel No: (011) 355 7707
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Ms V Cimani Tel No: (011) 355 7707
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/109</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS REF NO: SD/2021/11/19</u> (Re-Advertisement)
<u>SALARY</u>	:	R316 791 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/Labour Relations/Labour law with 2-3 years' experience in Labour Relations. A valid driver license. Knowledge and understanding of Labour Relations framework in the Public Service. Skills and Competencies: Report writing, Communication, Monitoring, Dispute Resolution, Negotiation, Conflict Resolution, Monitoring and Evaluation, Performance Reporting and Analysis skills.

DUTIES : Perform Labour Relations Functions. Involvement with Collective Bargaining process: Attend Departmental Multi-Lateral Forum and attend to and support entity based multi-lateral forums. Dealing with Disciplinary Cases. Dealing with Grievance Cases: Facilitate the process of resolving grievances reported. Administration of Employment Relations: Report on all employment relation cases and Record keeping of all employment relations matters.

ENQUIRIES APPLICATIONS : Mr T Melane Tel No: 011 227 0043

FOR ATTENTION NOTE : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg, 2000.

FOR ATTENTION NOTE : Mr T Melane Tel No: 011 227 0043

FOR ATTENTION NOTE : Applicants that applied previously for this post are encouraged to re-apply again. NB: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

CLOSING DATE : 26 November 2021

POST 40/110 : **SENIOR ADMINISTRATIVE OFFICER: SYSTEMS TRAINING REF NO: SD/2021/11/20**

SALARY CENTRE REQUIREMENTS : R316 791 per annum, (plus benefits)
: Head Office (Johannesburg)
: A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 2- 3 years' experience as trainer/facilitator. Knowledge of e-learning tools (e.g. MS teams), experience in providing information systems user support. A valid driver's license. Strategic Planning, Business Insight, Team working, Supervision, Communication, Interpersonal relations, Problem Solving and Analysis, Staff Development, Information Systems, Financial Management and Procedures, Budgeting Processes. Policies, procedures and legislations, Planning and co-ordinating, Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Coordination Skills, Facilitation Skills.

DUTIES : Implementation Business needs and monitor system usage, Manage and monitor the development of training material for system users, Manage and Monitoring of alignment to the system to changing business requirements, Develop and manage change management plans for the system in the Department. Plan, develop, and provide training and staff development programs, Refresher training. Provider System User. Continuously recommend new training approaches and techniques, Build well-established business partnerships with the Department's Region(s) and Institution(s). Monitor training results and statistics. Analyze training needs to develop new training programs or modify and improve existing programs.

ENQUIRIES APPLICATIONS : Ms Z Hlatshwayo Tel No: (011) 227 0121

FOR ATTENTION NOTE : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms Z Hlatshwayo Tel No: (011) 227 0121

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

CLOSING DATE : 26 November 2021

POST 40/111 : **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2021/11/21**

SALARY CENTRE REQUIREMENTS : R316 791 per annum, (plus benefits)
: Ekurhuleni Region
: A three-year qualification (NQF Level 6/7) in Cost Accounting/Financial Management or Auditing with 2-3 years' experience in the NPO environment at a supervisory level. A valid drivers' license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPOS's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills

and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.

DUTIES : Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. Analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

ENQUIRIES : Ms Ziyanda Noncolela Tel No: (011) 820 0429 – Ekurhuleni Region

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400.

FOR ATTENTION : Ms ZO Noncolela Tel No: (011) 820 0429

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

CLOSING DATE : 26 November 2021

POST 40/112 : **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO: SD/2021/11/22 (X3 POSTS)**
 Directorate: NPO Monitoring and Evaluation
 (X1 Post Re-Advertisement)

SALARY : R316 791 per annum, (plus benefits)

CENTRE : Johannesburg Metro Region

REQUIREMENTS : A three-year tertiary qualification (NQF Level 6 or 7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and PowerPoint. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categories them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.

ENQUIRIES : Ms CS Dukwana Tel No: (011) 355-9502 – Johannesburg Metro Region

APPLICATIONS : can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street or Private Bag x1 Johannesburg, 2000.

FOR ATTENTION : Ms CS Dukwana Tel No: (011) 355 9502

NOTE : 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. The Department reserves the right to fill or not to fill this position(s).

CLOSING DATE : 26 November 2021

POST 40/113 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY AND SECURITY MANAGEMENT (OHS) REF NO: SD/2021/11/24**

SALARY : R316 791 per annum, (plus benefits)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A 3-year Tertiary qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety with 2-3 years' experience in administrative environment. A valid drivers' license. Honesty and Integrity, technically orientated individual, Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Occupational Health and Safety and Security Management functions in the Public Sector. Knowledge and understanding of Departmental Occupational Health and Safety and Security Management systems, procedures and processes. Project Management Skills, Report writing skills, Communication Skills.

DUTIES : Coordination of Occupational Health and Safety programme, Implement occupational health and safety plan ,Monitor implementation of Occupational health and safety plans in Regions and Institutions, Monitor Regions and Institutions on compliance to occupational health and safety act and related policies. Provide implementation support on occupational health and safety plans, Implementation of Security functions, Provide and activate access cards to staff, Monitor the functionality of security features in Departmental buildings, Monitor access control measures, attend to identified security breaches in Departmental buildings, Provide and maintain door locks, Monitor functionality of security upgrades.

ENQUIRIES : Mr OG Moitsi Tel No: (011) 227 0068

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Mr OG Moitsi Tel No: (011) 227 0068

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

CLOSING DATE : 26 November 2021

POST 40/114 : **SENIOR ADMINISTRATIVE OFFICER: FACILITY MANAGEMENT (X2 POSTS)**
(Re-Advertisements)

SALARY : R316 791 per annum, (plus benefits)

CENTRE : JW Luckhoff Child and Youth Care Centre Ref No: SD/2021/11/25
Ekurhuleni Ekurhuleni Region: SD/2021/11/26 (Re-Advertisement)

REQUIREMENTS : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years' experience in the Facilities Management. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

DUTIES : Upgrading of Infrastructure Identify infrastructure upgrading requirements. Prepare specifications for upgrading projects. Participate in Departmental tender processes. Monitor contractors on infrastructure upgrading projects. Maintenance of infrastructure. Identify infrastructure maintenance requirements. Prepare specifications for maintenance projects. Coordination of Occupational Health and Safety programme. Design occupational health and safety plan. Communicate occupational health and safety plan. Management of staff, performance, development, and training needs.

ENQUIRIES : MCJ Fouche Tel No: (010) 344 1280- JW Luckhoff CYCC
Ms Ziyanda Noncolela Tel No: (011) 082 0429 -Ekurhuleni Region

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, **JW Luckhoff Child and Youth Care Centre**, R23 Balfour/Standerton Road, Heidelberg, 1441. For Attention: Ms MCJ Fouche Tel No: (010) 344 1280.

Ekurhuleni Region, 40 Catlin Street, Germiston, 1400. For Attention: Ms ZO Noncolela Tel No: (011) 820 0429.

NOTE : 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 : 26 November 2021

POST 40/115 : **SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: SD/2021/11/23**

SALARY : R257 508 per annum, (plus benefits)

CENTRE : Sedibeng Region

REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' supervisory experience in Fleet Management environment. A Valid driver's license. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.

DUTIES : Management of Staff, Staff Development and Training. Staff Leave Plan, Staff Grievances and Disciplinary matters. Management of GG Vehicles and assist with subsidized Vehicles in the Region. Monitor GG Vehicles inspections in the Region. Monitor booking of vehicles for repairs and servicing. Ensure compliance and monitoring of use of GG Vehicles. Implementation of policies, compiling of reports and monitoring of vehicle utilisation. Monitor the use of petrol cards and investigate the use thereof. Update risks registers and conduct tracker analysis. Conduct information sessions on awareness of Fleet Management guidelines for officials within the Region.

ENQUIRIES : Ms L Harmse Tel No: (016) 930 2055 – Sedibeng Region

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, or Private bag x 209, Vanderbijlpark, 1911.

FOR ATTENTION : Ms L Harmse Tel No: (016) 930 2055

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

CLOSING DATE : 26 November 2021

POST 40/116 : **SUPPLY CHAIN OFFICER (PROCUREMENT) REF NO: SD/2021/11/27**

SALARY : R257 508 per annum, (plus benefits)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Logistics/Purchasing or equivalent 1-2 years' experience, A valid driver's license. Change Management, Impact and Influence, Team Leadership, Problem Solving and Analysis, People Management and Empowerment, Customer Focus and Responsiveness, Communication and Information Management, Honesty and Integrity, Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, Knowledge of the Department's Constitutional mandate, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Budget and financial management skills, Coordination Skills, Facilitation Skills.

DUTIES : Supervise the sourcing of quotations, Supervision of creation of purchasing Orders, Supervise the expediting of outstanding orders, Facilitation of the Request for Quotation process ,Preparation of work in progress report on shopping carts and Purchasing orders, Compilation of the procurement expenditure report. Monitor finalization of procurement queries, Supervision of staff.

ENQUIRIES APPLICATIONS : Ms V Cimani Tel No: (011) 355 7707

FOR ATTENTION NOTE : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

CLOSING DATE : Ms V Cimani Tel No: (011) 355 7707

POST 40/117 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 40/117 : 26 November 2021

POST 40/117 : **ADMINISTRATION OFFICER: FINANCE REF NO: SD/2021/11/28**

SALARY CENTRE REQUIREMENTS : R257 508 per annum, (plus benefits)

SALARY CENTRE REQUIREMENTS : Itireleng Residential Care for the Disable

SALARY CENTRE REQUIREMENTS : Three (3) year qualification (NQF Level 6 or 7) in Cost Accounting/Financial Management or Auditing with a minimum of 1-2 years' experience in the Financial management environment. A valid drivers' license. Skills and Competencies: Knowledge and understating of legislative and policy framework, procedures and processes regulating Financial Management in the Public Service. Knowledge and understanding of Departmental Financial Management processes, procedures and system applicable to the Regions and Institutions. Analytical individual. Accuracy with figures. Innovative. Creative. Financial reporting skills. Problem identification skills. Analytical skills. Supervisory skills. People management skills. Planning and organising skills. Reporting writing skills. Communication skills. Computer skills.

DUTIES : To render financial management and reporting functions in the Institution. Supervision of Financial Management functions. Collate budget inputs. Populate budget inputs on a prescribed budget format. Monitor spending trends. Prepare budget analysis reports. Manage Petty Cash function. Management of place of safety registration and payments. Supervision of Financial Reporting functions. Track and monitor expenditure trends. Report on spending anomalies. Analyse and quality assure expenditure reports. Implement corrective measures on expenditure. Capture budget adjustment figures. Management of staff. Manage staff performance and development. Manage staff training needs. Manage staff leave plan. Manage staff grievance and disciplinary matters.

ENQUIRIES APPLICATIONS : Mr Matome Mokwena Tel No: (012) 703 9014/5

FOR ATTENTION NOTE : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development., Itireleng RCFD, 3152 Sekwati Street, Zone 2 Ga-Rankuwa, 0208.

CLOSING DATE : Mr. Matome Mokwena Tel No: (012) 703 9014

CLOSING DATE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedure

POST 40/118 : 26 November 2021

POST 40/118 : **ADMINISTRATIVE OFFICER- HUMAN RESOURCE MANAGEMENT REF NO: SD/2021/11/29**

SALARY CENTRE REQUIREMENTS : R257 508 per annum, (plus benefits)

SALARY CENTRE REQUIREMENTS : Sedibeng Region

SALARY CENTRE REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 1-2 years administrative experience in Human Resource environment. A valid driver's license. Knowledge and understanding of Legislation, Policies, processes and procedures governing Human Resource Practice in the Public Service. Knowledge of Human Resource Management application processes. Knowledge and understanding of Human Resource needs, model and challenges in the Regional Office.

DUTIES : Administer and Co-ordinate Human Resource Administration Functions. Administer Recruitment functions. Administer Performance Management and

	:	Development System Functions. Co-ordinate of HR Document Management Functions. Supervision of Staff.
<u>ENQUIRIES</u>	:	Ms Lorna Harmse Tel No: (016) 930 2055 – Sedibeng Region
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, 1983, Private Bag X 029, Vanderbijlpark, 1911.
<u>FOR ATTENTION</u>	:	Ms L Harmse Tel No: (016) 930 2055
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/119</u>	:	<u>ADMINISTRATIVE OFFICER: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2021/11/30</u>
<u>SALARY</u>	:	R257 508 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A 3 Year Tertiary Qualification (NQF Level 6/7) in Criminal Justice/Forensic Sciences/Investigations/Applied Business Ethics. 2-3 years' relevant experience in investigations and Loss control/integrity management. A valid driver's license. Demonstrate 2-3 years' experience in detailed technical knowledge and ability to interpret and application of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts, PAIA, Labour Relations Act, BCEA, NPO Act, Public Administration Management Bill, Policies implemented and all other legal prescripts that govern the financial, non-financial operations, control environment and governance and compliance frameworks of the public service and the ability to apply such technical knowledge during the undertaking of investigations. Demonstrate 2-3 years' experience and technical knowledge of a wide range of work areas and policies regulating such areas of work in addition to legal framework which include but are not exhaustive: Finance, SCM, HR, Asset and Inventory Management, Fleet Management, Labour Relations Practices requirement, NPO Financing, Monitoring and Evaluation processes, ability to plan, organise and undertake forensic investigations, integrity management and loss control processes independently from supervisor for self. Compilation of complete, accurate and well substantiated investigation and fraud detection review reports which also include the design of action plans and mitigations controls to address finding raised and prevent recurrence of such instances. Demonstrate the ability to provide quality assurance reports, notes and memo's timeously to supervisor on regular basis or as warranted. ability to conduct research into a wide range of subject matters where limited guidance or establishment frameworks exist in order to take decisions upon which conclusion may be drawn upon which advice relevant levels of management. Demonstrate an ability to undertake a root cause analysis during assessments and other tasks which allow for problem solving, knowledge and understanding of how the computer systems utilised within the departments transversally: BAS/PERSAL/SAP, operate as well as all security parameters which regulates usage. Demonstrate the ability and independently undertake allocated tasks and provide adequate and timeous feedback to supervisor. SKILLS AND competencies: honesty and integrity, attention to details confidentiality, objectivity and independence, security clearance. Technical, analytical, mathematical, interrogation, investigative, negotiation, statistical, time management, policy development and analysis, problem solving, conflict resolution, communication, report writing, planning and organising, supervising, deadline driven and task orientated, interpersonal and computer literacy.
<u>DUTIES</u>	:	Undertake investigation (internally and through the National Anti – Corruption Hotline etc.). Implement Gauteng anti – corruption strategy. Undertake loss control processes. Implement and promote integrity management function. Assist and support the performance of the analysis of all financial disclosures/ORWOPS applications of relevant officials made within the department, provide areas of possible conflicts of interest, risk etc. through interpretation of all regulating information. Make inputs to the Directorate budgeting process, strategic planning processes.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 335 7678

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street Thusanong Building.

FOR ATTENTION NOTE : Ms Z Jaca Tel No: (011) 355 7678

CLOSING DATE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
26 November 2021

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

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

OTHER POSTS

- POST 40/120** : **MEDICAL SPECIALIST CLINICAL GENETICS REF NO:**
MEDSPECGENETICS/1/2021 (X1 POST)
Department: Paediatrics and Child Health
- SALARY** : Grade 1: R1 106 040 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 264 623 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 467 651 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Applicants must be registered as a Clinical Geneticist with the Health Professions Council of South Africa. Experience: **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist Physician. Knowledge Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.
- DUTIES** : Control and management of clinical genetic services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as they pertain to the unit. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students and allied Health Personnel in clinical genetics and participation in formal teaching and examinations as required by the Department. Promote community-orientated services and participation in departmental outreach programmes. Conduct outreach outpatient clinics and provide expert opinion at designated hospitals where required. Provide both academic and clinical service functions at IALCH, including ward rounds, outpatient's clinics, and clinical training ward rounds. Be involved in developing clinical genetics within the province of KwaZulu-Natal. Participate in clinical research and academic programmes in the clinical Department of Paediatrics. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Facilitate the training of clinical geneticist. Participate in both academic and clinical administrative activities, including the undergraduate and postgraduate training programs. Participate in overtime duties at appropriate level of training as required by the Department of Paediatrics.
- ENQUIRIES APPLICATIONS** : Prof Prakash Jeena Tel No: 031-240 2046
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- 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. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of

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

<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/121</u>	:	<u>MEDICAL SPECIALIST: GRADE 1, 2 OR 3 – (ANAESTHESIA AND ICU) REF NO: PSH 41/21 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum, package Grade 2: R1 264 623 - R1 342 230 per annum, package Grade 3: R1 467 651 – R1 834 890 per annum, package The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital Senior certificate, MBChB degree. An appropriate qualification that allow registration with HPCSA as a Medical Specialist. Current HPCSA Registration card 2020 /2021. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthesia. In the event that a candidate who is eligible for subspecialist registration has not received their registration and is successful in his/her application for the post, the appointment will be as a specialist at their current salary level. Proof of current registration certificate with the HPCSA as a Specialist Anaesthetist. The successful candidate must reside within the Ugu District. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Applicants with a foreign qualification must attach to their application an evaluation certificate from the South African Qualification Authority (SAQA) any other regulating bodies and a release letter from your government to practice in South Africa. Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist. Grade 2: Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Grade 3: Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Experience: Sound clinical knowledge and experience of procedures and protocols in ICU. Good verbal and written communication skills, leadership and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence, ethics and quality care. The ability to function in a multi-disciplinary team. Knowledge of current Health and Public Service Legislation, regulations and Policies. Sound supervisory and leadership skills. Ability to function as a part of multi-disciplinary team. Ability in Program planning, implementation and evaluation. Specialist knowledge of the clinical principles and procedures relating to Anaesthesia. Broad clinical experience, including good knowledge of Intensive Care. Good communication and interpersonal skills.

<u>DUTIES</u>	:	Ensure an optimal Anaesthesia and ICU service. Assist the Head: Clinical Unit in the development of management protocols / policies for the department. Provide Anaesthesia and ICU clinical care and oversight as expected of a specialist in the field. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, junior doctors, interns, nurses and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the district. Supervise, teach and assess interns and medical students. Performance of overtime duties (including a shift work roster) is a requirement.
<u>ENQUIRIES</u>	:	Dr P B Dlamini or Dr VL Moses Tel No: (039) 688 6000
<u>APPLICATIONS</u>	:	Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Application form (Z83) and C.V with copies of ID, educational qualifications. Copy of Identity document. Copy of Matric, MBChB qualification, copy of Specialist qualification/equivalent and copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.
<u>CLOSING DATE</u>	:	03 December 2021 at 16h00
<u>POST 40/122</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH 16/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 - R884 670 per annum, all-inclusive package Grade 2: R938 964 – R1 026 693 per annum, all-inclusive package Grade 3: R1 089 693 - R1 362 366 per annum, all-inclusive package 18 % in –hospitable area allowance Commuted overtime (Conditions apply)
<u>CENTRE</u>	:	Nkandla Hospital
<u>REQUIREMENTS</u>	:	MBChB degree or equivalent qualification plus Certificate of registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice. Proof of current registration as a Medical Practitioner with HPCSA 2021. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applications must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: Appropriate qualification in Health Science – MBChB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African applicants. One year relevant experience after registration as a Medical Practitioner with recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community Service, as required in South Africa. Grade 2: Appropriate qualification in the Health Science – MBChB plus 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: Appropriate qualification in the Health Science – MBChB plus 10 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner with a recognised foreign Health Professional Council in respect of

foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Ability to diagnose and manage common medical and surgical conditions, including emergencies at a district Hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulation, regulations and policies. Ability to function as a part of a team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis

DUTIES : Examine, investigate, diagnose and oversee treatment of patients, Maintain accurate and appropriate health records in accordance with the legal/ ethical considerations and continuity of patient care, Assessment, investigation and management of patient in clinics, Wards and ICU, including after hour service, Participate in Quality Assurance/Audit and statistics and information acquisition and review, To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties/function that fall within the reasonable prescriptions of acceptable legislation, Diagnose and evaluate medical condition pre – operatively, Provide support to the head of Department and ensure an efficient standards of patients care and service maintained, Ensure the proper and economical use of equipment and other resources, Ability to diagnose, initiate and monitor patients with HIV/AIDS and Tuberculosis using the available departmental guidelines.

ENQUIRIES : Dr. DD Hlophe Tel No: 035 833 5000 ext.: 5021

APPLICATIONS : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

FOR ATTENTION : Human Resource Manager

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. Applicants must submit copies of Identity document; highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. 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, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that selected candidates will be subjected to pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is applicant's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S&T claims. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE : 30 November 2021

POST 40/123 : **PHARMACY SUPERVISOR GRADE1 REF NO: NDW/PS/03/21**

SALARY : R821 205 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE : Ndwedwe CHC

REQUIREMENTS : Grade 1: Senior Certificate/Grade 12 Certificate Degree /Diploma in General Nursing and Midwifery. Appropriate B Degree qualification plus registration with SAPC as a pharmacist. 3 Years experience after registration as a Pharmacist.

Proof of current registration with SAPC as Pharmacist. Valid Driver's license. Knowledge, Skills and Competencies Required: Knowledge of pharmaceutical services, policies, procedure and legislation including essential drug list. Excellent communication skills both written and verbal. Ability to be part of inter-active team, knowledge of essential drug list and the National drug policy. Commitment to service excellence, good supervisory and analytical team building skills. Appropriate clinical and theoretical knowledge. Ability to manage conflict and apply disciplinary procedures.

DUTIES : Execute all duties, function and responsibilities to the best of his / her ability and within all applicable legislation. Comply with requirements of good Pharmacy practice and scope of practice for a pharmacist laid down by the SA Pharmacy council. Ensuring an accurate, efficient and cost effective pharmaceutical services including, outpatient dispensing, stock acquisition and control, ARV rollout and pre-dispensing stock to clinics. Maintain accurate, appropriate patient records and statistics in line with legal requirements. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicine, disease states and health care. Exercise control over expenditure. Deputise for the manager when required. Daily management of resources within the pharmacy department. Direct supervision of Pharmacist, Community Services Pharmacy Assistants. Provide necessary orientation, training, assessing, disciplining and monitoring of all staff. Ensure medication is accessible 24hrs. Provide promote Batho Pele principle in the execution of duties for effective delivery. Be able to manage coordinate productivity and be part of an interactive multi-disciplinary team. Provision of pharmaceutical services after hours (on call). Display sound understanding of relevant legislations. Acts policies and procedures pertaining to pharmacy including Essential Drug list (EDL, and standard Treatment Guidelines (STG).

ENQUIRIES : Mr EM Khumalo Tel No: 032 532 3048/50
APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer: Ndwedwe CHC, Private Bag x 528, Ndwedwe; 4342

FOR ATTENTION : Mr. EM Khumalo Tel No: 032 532 3050
NOTE : The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. To minimize the spread of COVID19 pandemic, applicants are requested not to certify their qualification as per the requirements of the post only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply". NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 03 December 2021

POST 40/124 : **PHARMACIST GRADE 1, 2 OR 3 REF NO: PSH 40/21 (X1 POST)**

SALARY : Grade 1: R693 372 per annum
 Grade 2: R751 026 per annum
 Grade 3: R821 205 per annum
 The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
 Other Benefits: 17% of basic salary – Rural Allowance

CENTRE : Port Shepstone Regional Hospital
REQUIREMENTS : Senior Certificate and a national Diploma/ Degree in Pharmacy. Current proof of Registration with the South African Pharmacy Council. Proof of Payment of Annual

fees for 2021 and CPD 2020. Completion of Community Services. Valid driver's license. Applicants with a foreign qualification must attach to their application an evaluation certificate from the South African Qualification Authority (SAQA) or any other regulating bodies. **Grade 1:** nil experience required. **Grade 2:** Minimum of 5 years' relevant working experience after registration with the SAPC in respect of South African qualified employees who performed community service. **Grade 3:** Minimum of 13 years' relevant working experience after registration with the SAPC in respect of South African qualified employees who performed community service. Attach proof of working experience endorsed by Human Resource Department/ Employer. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills and Experience: Knowledge of the Public Sector Pharmacy, as well as the relevant act, regulations, the District Health System, EDL, Good Pharmacy Practice, Policies and Procedures, the National Drug Policy, National Health Insurance, Medicine Act and medicine Scheme Amendment Bill, ARV Program and CCMDD Program. Appropriate theoretical and clinical knowledge e.g. Antimicrobial Stewardship. Good communication, team building, interpersonal and problem solving skills. Computer literacy – MS Word, MS Excel, MS Power Point and MS Outlook. Ability to work under pressure and co-ordinate productivity in section.

DUTIES

: Provide a comprehensive and consultative pharmaceutical service to health professionals and patients, including medicine information, counselling and education. Conduct Clinical Ward Rounds and participate in Antimicrobial Stewardship. Perform Rx dispensing and Stock Management. Dispensing of medicine and implementation of substitutions in cases of stock-outs. Conduct PHC Supervisory visits and Pharmaceutical Audits. S5 & S6 control and documentation. Manufacture and compounding of pharmaceutical products and repacking of medicine. Preparing of mixtures, solutions, ointments, drops and other medicines. Dispensing of Level 3 and above medicine item on Clinic prescriptions. Pharmaceutical Budget Control and Stock Management at PSRH and referral Clinics. Ensure Medicine availability and rationalization of stock. Ensure medicine expenditure is within budget. Avoid Fruitless and Wasteful expenditure, i.e. expired stock. Ensure CCMDD enrolment targets are met at PSRH and referral clinics. Ensure timeous reporting and submission of required stats. Monitoring and evaluation of the CCMDD Program. Tutoring and training of pharmacist assistants and pharmacist interns. To maintain proper and care of government equipment and maintain optimal use of resources. Conduct Audits and ensure compliance, both at Hospital level and PHC level i.e. Risk Management, Waste Management, SVS, NCS, Ideal Clinic. Compilation of stats, reports and documents. Maintain registers and balances. Supervise Compass Waste Management according to hospital policy. Assist with Quality Improvement Projects. Ensure effective security measures in the department. Carry out on – call duties. Participate in the Covid 19 Vaccine Roll Out. Management and control of PPE

ENQUIRIES

: Mrs. Mamo Mokheseng Tel No: (039) 688 6000 ext.6158

APPLICATIONS

: should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION

: Mr. ZM Zulu

NOTE

: Application form (Z83) fully completed and signed, detailed C.V with copies of I.D, Pharmacy qualification, SAPC Registration as a Pharmacist, proof of payment of SAPC annual fees or relevant Certificate. Detailed Curriculum vitae. Failure to adhere to the instructions of the advert may disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following

checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

- CLOSING DATE** : 03 December 2021
- POST 40/125** : **OPERATIONAL MANAGER (PHC) REF NO: NDW/OMN/02/21**
- SALARY** : R562 800 – R633 432 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Wosiyane Clinic
- REQUIREMENTS** : Grade 1: Senior Certificate/Grade 12 Certificate Degree /Diploma in General Nursing and Midwifery. One year Post Basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and Midwifery, of which 5 years must be recognizable experience after obtaining (1) year post basic qualification in Primary Health Care. Current registration with the South African Nursing Council (2021). Certificate of Service from previous and previous work experience endorsed by the Human Resource Department. Knowledge, Skills and Competencies Required: Leadership, organisational, decision making, supervisory and problem solving. Knowledge and insight into nursing care processes and procedures, Nursing statutes and other relevant legal frame work. Ability to formulate Nursing care related policies, vision, mission and objectives of the clinic. Good communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Financial and budgetary knowledge and skills pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills and in basic programme. Basic Knowledge of public service regulations. Report writing skills.
- DUTIES** : Responsible for overall supervision of the integrated quality and comprehensive Primary Health Care service delivery to the community. Improve outcome by focusing on Health prevention, Health promotion, curative and rehabilitative approach through the implementation of policies, guidelines and SOPs. Ensure PICT and adherence counselling is being provided to all clients in the facility. Promote advocacy, disclosure and adherence to treatment and care, thus ensuring that the facility comply with the Batho Pele Principles. Ensure the provision of primary prevention strategies and Management of TB, HIV/Aids and Covid1, other communicable and non- communicable diseases. Ensure availability of Medication, essential equipment and supplies as well as proper utilization thereof. Support the realisation and maintenance of Ideal Clinic programme (ICRM) and National Core standards (NCS) in the facility, also ensure that facility target are met. Management of resources for the entire facility. Ensure data Management is implemented and monitored. Ensure communication with other stakeholders is being improved through the support of OSS interventions. Maintain inter – sectorial collaboration with other government structures. Participate in the monitoring of HR performance through EPMDS.
- ENQUIRIES** : Mr EM Khumalo Tel No: 032 532 3048/50
- APPLICATIONS** : All applicants should be forwarded to: The Chief Executive Officer: Ndwedwe CHC, Private Bag x 528, Ndwedwe; 4342
- FOR ATTENTION** : Mr. EM Khumalo Tel No: 032 532 3050
- NOTE** : The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. To minimize the spread of COVID19 pandemic, applicants are requested not to certify their qualification as per the requirements of the post only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above

instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply". NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

- CLOSING DATE** : 03 December 2021
- POST 40/126** : **OPERATIOAL MANAGER NURSING GRADE 1 (NEONATAL WARD) REF NO: CJMH3/2021**
Component: Nursing
- SALARY** : R562 800 per annum. Other Benefits: 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the requirements).
- CENTRE** : Charles Johnson Memorial Hospital
- REQUIREMENTS** : Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificate with the SANC as a Professional Nurse, Midwifery and Neonatal Nursing Science. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the one (1) year post-basic qualification in the relevant specialty. Proof of current registration with SANC (2021 Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Recommendation: Proof of computer literacy. Diploma / B degree in Nursing Administration. Knowledge, Skills, Training and Competence Required: Demonstrate in-depth understanding of nursing legislation legal and ethical nursing practices. Ability to develop patient related policies. Promote quality nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of IPC Guidelines and Policies. Basic computer literacy. Knowledge of minimum Standards, National Core Standards, Provincial Quality initiatives (Human Rights, Batho Pele Principles, Patients' Rights Charter, Ideal Clinic, Ideal Hospital Realization Model and NHI. Knowledge of EPMDs, grievance and disciplinary procedures.
- DUTIES** : Be in charge of Neonatal ward. Develop and implement Quality assurance policies, standards and plans for child health care. Implement neonatal and child health care programmes. Participate in perinatal mortality meeting and develop quality improvement projects. Support mother baby friendly initiatives. Ensure improvements of health systems for mothers and babies. Develop and implement strategies for infection prevention for the ward. Implement standards, practices and indicators for maternal neonatal child health care and CARMA. Exercise control of discipline, grievance and other labour related issues in terms of laid down procedures. Ensure implementation of National Core Standards, Ideal Hospital, Realization and Maintenance. Conduct training of staff on ESMOE, monitoring of performance and staff development. Manage effective utilization of resources within the ward. Manage data in the unit and ensure submission to facility information office. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient health care. Conduct ward meeting, attend workshops, District and Provincial meetings.
- ENQUIRIES** : Ms. P. N. Kunene Tel No: (034) 271 6406
- APPLICATIONS** : All application should be forwarded to: Human Resource Office, 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Copies of ID, Matric, highest educational qualifications and SANC registration. Current registration with SANC 2021. Updated Curriculum Vitae. Certificates of service endorsed by Human Resource Office. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not

contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB. All candidates who had applied for this advertised post should re-apply.

- CLOSING DATE** : 26 November 2021
- POST 40/127** : **OPERATIONAL MANAGER SPECIALTY REF NO: SAH16/2021 (X1 POST)**
- SALARY** : R562 800 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
- CENTRE** : ST Andrews Hospital – Casualty
- REQUIREMENTS** : Diploma / Degree in Nursing Current registration with SANC as a General Nurse and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical Care Nursing. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Trauma Nursing Science or Critical Care Nursing. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programmes.
- DUTIES** : To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
- ENQUIRIES** : Mrs MR Singh Tel No: 039 433 1955 EXT 211
- APPLICATIONS** : should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. OR Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION** : Human Resource Manager
- 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, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational

Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/128** : **ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION)-
UMGENI HOSPITAL REF NO: UMG 07/2021**
- SALARY** : R562 800 - R652 437 per annum. Other benefits (medical aid optional), housing allowance (applicant must meet prescribed requirements)
- CENTRE** : Umgeni Specialized Psychiatric Hospital: Howick
- REQUIREMENTS** : Senior certificate/Matric/Grade or equivalent, Degree/Diploma in Nursing. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Code B driver's license. Proof of previous and current experience endorsed and stamped by employer/s must be attached. Knowledge and Skills: Knowledge of legislative, policy and M&E Framework informing health services delivery, knowledge of legislation and planning framework, Basic understanding of HR and Financial policies and practices, Basic understanding of the legislative framework governing the public service, Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility, knowledge of hospital quality assurance and infection control practices, Knowledge of Health Facility functions and operations, knowledge of DHMIS policy, SOP and relevant information system, Leadership, Management, planning, organizing and co-ordination skills, knowledge of Data Management and M&E principles, Decision making skills, Ability to compile concise reports.
- DUTIES** : Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & Control policy guidelines. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Co-ordinate functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and governance structure. Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well as DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audit findings and

		ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.
<u>ENQUIRIES</u>	:	Mr. SL Mjaja Tel No: 033-3306146 EXT 120
<u>APPLICATIONS</u>	:	Applications quoting the relevant reference UMG 07/2021, Should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag x 23, Howick, 3290
<u>FOR ATTENTION</u>	:	Mr. SL Mjaja
<u>NOTE</u>	:	Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Copies of certificates, Identity Document and Driver's License. Such copies need not be certified when applying for the post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 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 that of the advertised post are free to apply. Due to financial constraints in the Department no S &T will be paid to candidates invited for interviews.
<u>CLOSING DATE</u>	:	29 November 2021
<u>POST 40/129</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR (INFECTION PREVENTION CONTROL) REF NO: SAH 17/2021 (X1 POST)</u>
<u>SALARY</u>	:	R444 276 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	ST Andrews Hospital
<u>REQUIREMENTS</u>	:	Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwifese. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A valid code 08 drivers license. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Recommendation: Diploma in infection Control. Knowledge, Skills and Competencies: Good management and analytical skills; Good communication leadership and interpersonal skills, Ability to work in a team and knowledge of all relevant prescripts, ie. Provincial Health Act 2000, The nursing Act, Occupational Health and Safety Act.
<u>DUTIES</u>	:	Develop and ensure implementation of Infection control plan for the institution. Provide support to the Hospital Management team to ensure that a high standard of infection control in maintained. Advise the Hospital Manager of all identified infection control risks and recommendation thereof. To ensure that all departments and clinics are provided with infection control guidelines and protocols and that these are implemented. Assist the Hospital Manager with coordination and management of infection control committee meetings. Provide management and supervisors with up to date infection control information. Provide effective and efficient infection control services in the institution. Ensure that written policies and procedures for infection control services are reviewed and implemented. Plan the budget for infection control department and exercise control over utilization of such a budget. Review outbreak of infections and advise on how outbreaks can be managed and prevented. Ensure that surveillance are done in the institution.

		Report on the incidents and prevalence of alert organisms and communicable diseases to the District CDC Coordinator.
<u>ENQUIRIES</u>	:	Mrs TM Ngcakaza Tel No: 039 433 1955 EXT 203
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. OR Hand Delivery: 14 Moodie Street, Harding, 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/130</u>	:	<u>OPERATIONAL MANAGER NURSING (MEDICAL) REF NO: RVH 19/2021 (X1 POST)</u>
<u>SALARY</u>	:	R444 276 - R500 031 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<u>CENTRE</u>	:	Rietvlei District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification. Basic R425 /Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Registration certificate with the South African Nursing Council as Professional Nurse. Proof of current registration with SANC: (2021 receipt). Minimum of 07 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing status, and other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Leadership, organisational, decision making, and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organising, report writing skills. Computer skills in basic programme.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage and monitor proper utilisation of human, financial physical and material resources. Develop/ establish and maintain constructive working relationships with nursing and the multi-disciplinary team. Management of complaints and patient safety incidents. Reporting of patient safety incidents and immediate investigation and ensure documentation. Maintain professional growth / ethical standards and self – development. Provide services for quarantine/ isolation facilities. Provide adequate support to nursing services and assist with

relief duties of the supervisor. Work as part of a multi – disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by legislative framework and National Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of assistant nurse manager's office as required. Ensures implementation of programs relevant medical and surgical units. Serves in quality improvement, IPC and Health and Safety Committees.

**ENQUIRIES
APPLICATIONS**

: Mr MH Mbatha Tel No: (039) 260 0000
 : all applications should be forwarded to: Chief Executive Officer, P/BAG X 501 Stafford's Post 4686 OR Hand Delivered To: Human Resources Department Rietvlei District Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (where applicable and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
 : 26 November 2021

CLOSING DATE

POST 40/131

: **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (KWANGCOLOSI CLINIC): REF NO. KDC 21/2021 (X1 POST)**
 Cluster: Primary Health Care

SALARY

: R383 226 per annum, an all-inclusive salary, plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary, NP Cash Allowance R1450.00.

**CENTRE
REQUIREMENTS**

: Kwangcolosi Clinic
 : Standard 10/Grade 12 Certificate or equivalent qualifications, Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse, Post-basic qualification with a duration of one (1) year in Clinical Nursing Science, Health assessment, Treatment and Care) accredited with the SANC, Registration with SANC as Professional Nurse in General and Midwifery, Proof of current registration certificate with SANC (2021)

as a General Nurse and Primary Health Care (attach certificate and not proof of registration), A minimum of 4 years appropriate/recognizable experience after registration as a General Nurse and Midwife, Proof of current and previous work experience endorsed by the Human Resource Manager or any Delegated person in the HR Component. Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended, Planning, leadership, organizational, decision making and problem solving skills, Good interpersonal relationship skills and listening skills. Conflict, grievance and complaints management skills, Organization, planning and co-ordination skills, Be able to function within a multidisciplinary team, Ability to understand and implement patient care related, Guidelines and Policies, Sound knowledge of the health programmes implemented at PHC level, Sound knowledge of the National core Standards and Ideal clinic realization management, Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing and data management.

DUTIES : Assist and deputize the Operational Manager with overall management of staff and patients and other administrative issues, Work as part of a multidisciplinary team to ensure quality patient care, Implement and advocate for preventive and promote health initiatives in the facility and communities serviced by the CHC, Ensure accurate recording and maintain updated records of patients' progress, Plan and organize own work and that of support personnel to ensure proper nursing care in the area of practice, Ensure prompt clinical intervention to clients using prescribed updated National Guidelines and Protocols, Ensure programme specific data collected, accurate and submitted timeously to the next level, Ensuring 90/90/90 strategy is implemented and set targets are achieved, Participate in all PHC activities aiming towards improvement of service delivery, Participate in multidisciplinary team and quality assurance activities, Participate in the development and implementation of quality improvement plans in the unit, Maintain client satisfaction, through provision of innovative nursing care, Be prepared to be allocated on a rotational basis in the CHC including weekends, Public holidays and night duty.

ENQUIRIES : Mrs TM Cebekhulu Tel No: 031-714 3725
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

FOR ATTENTION : Assistant Director: Human Resource Management Services
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, copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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 : 26 November 2021

<u>POST 40/132</u>	:	<u>CLINICAL NURSE PRACTITIONER (GRADE 1 AND 2) REF NO: RVH: LA 20/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<u>CENTRE REQUIREMENTS</u>	:	Rietvlei District Hospital: Ladam Clinic Senior Certificate or Equivalent. Degree/Diploma in General Nursing and Midwifery Plus 1 year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration certificate with SANC as Professional Nurse and Midwife. Current SANC receipt for 2021. Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). Grade 1: A minimum of 04 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognised experience in the specialty after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co- ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the Unit Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a Multidisciplinary Team to ensuring good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle Obstetric and emergencies and High Risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. Oxygen, nutrition, elimination, fluids, and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and on - going observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and other stock items/ resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MH Mbatha Tel No: (039) 260 0000 all applications should be forwarded to: Chief Executive Officer, P/Bag X 501 Stafford's Post 4686 OR Hand Delivered To: Human Resources Department, Rietvlei District Hospital
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must

submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (where applicable and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 26 November 2021

CLOSING DATE

:

POST 40/133

:

PROFESSIONAL NURSE SPECIALTY (GRADE 01 OR 02) REF NO: RVH 21/2021 (X1 POST)

SALARY

:

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)

CENTRE REQUIREMENTS

:

Rietvlei District Hospital: Operating Theatre
Senior Certificate or Equivalent. Degree/Diploma in General Nursing and Midwifery Plus 1 year Post Basic Qualification in Operating theatre technique. Registration certificate with SANC as Professional Nurse and Midwifery. Current SANC receipt for 2021. Proof of working experience endorsed by HR or Employer. NB: Proof of experience or certificate of service are compulsory and must have complete dates, months and must be attached to determine experience and grading. **Grade 1:** A minimum of 04 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognised experience in the specialty after obtaining the 01 year post basic qualification in the relevant specialty (operating theatre technique). Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Decision making and problem skills. Demonstrate self-driven alternatives. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co- ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES

:

Provide comprehensive, quality nursing care to patients in a specialty unit in a cost effective, equitable and efficient manner within the professional/legal framework and standards. Assist in planning, organising, implementation and monitoring the objectives of the unit. Provide and supervise cost effective utilization of all resources in the unit within the financial management and human resource management policies and procedures. Display a concern for patients, promoting and advocating timeous, proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Provide for safe, therapeutic environment that allows for safe nursing care as laid down by the national, Provincial, Professional prescripts and National Core Standards. Participate in the analysis, review and formulation and implementation of policies and procedures. Participate in development of employees using EPMS and other training programmes. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Provide direct and indirect supervision of personnel in the unit on day

		and night duties. Monitor and evaluate the care and management of patients and ensure the maintenance of acute and complete patient's records.
<u>ENQUIRIES</u>	:	Mr MH Mbatha Tel No: (039) 260 0000
<u>APPLICATIONS</u>	:	all applications should be forwarded to: Chief Executive Officer, P/Bag X 501 Stafford's Post 4686 OR Hand Delivered To: Human Resources Department, Rietvlei District Hospital
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (where applicable and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/134</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (GRADE 01 OR 02) REF NO: RVH 22/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<u>CENTRE REQUIREMENTS</u>	:	Rietvlei District Hospital: Paediatric Ward Senior Certificate/ Grade 12/STD 10. Basic R425 qualification i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification (Advance midwifery and Neonatal Nursing), with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration certificate with SANC as Professional Nurse. Current Registration with SANC as General Nurse and Post Basic Neonatal Nursing Science (2021). Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). Grade 1: A minimum of 4 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing and Midwifery. Grade 2: A minimum of 14 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing and Midwifery. At least 10 years of the period referred to above must be recognizable experience in the specific specialty after obtaining 1 year post basic qualification in qualification in Advance Midwifery and Neonatal Nursing Science. Knowledge, Skills and Competencies: Knowledge of all

applicable legislation and guidelines, including scientific nursing and nursing principles. Decision making and problem skills. Demonstrate self-driven alternatives. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co- ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES

: Provides holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Provide comprehensive, quality nursing care to patients in a specialty unit in a cost effective, equitable and efficient manner within the professional/legal framework and standards. Assist in planning, organising, implementation and monitoring the objectives of the unit. Provide and supervise cost effective utilization of all resources in the unit within the financial management and human resource management policies and procedures. Display a concern for patients, promoting and advocating timeous, proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Provide for safe, therapeutic environment that allows for safe nursing care as laid down by the national, Provincial, Professional prescripts and National Core Standards. Participate in the analysis, review and formulation and implementation of policies and procedures. Participate in development of employees using EPMS and other training programmes. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Provide direct and indirect supervision of personnel in the unit on day and night duties. Monitor and evaluate the care and management of patients and ensure the maintenance of acute and complete patient's records.

**ENQUIRIES
APPLICATIONS**

: Mr MH Mbatha Tel No: (039) 260 0000
: all applications should be forwarded to: Chief Executive Officer, P/Bag X 501 Stafford's Post 4686 OR Hand Delivered To: Human Resources Department, Rietvlei District Hospital

NOTE

: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (where applicable and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE

: 26 November 2021

<u>POST 40/135</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: OSI NUR 04/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni District Hospital, Verulam Grade 1: Senior Certificate STD 10/Grade 12. Degree/ Diploma in General Nursing plus Midwifery. One year Post basic qualification in Operating Theatre Nursing (DOTT) that allows registration with South African Nursing Council. Current registration with SANC as a Professional Nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC. Proof of current and previous work experience endorsed and stamped by Human Resource Manager. Grade 2: Senior Certificate STD 10/Grade 12. Degree/ Diploma in General Nursing plus Midwifery. One year Post basic qualification in Operating Theatre Nursing (DOTT) that allows registration with South African Nursing Council. Current registration with SANC as a Professional Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC. Proof of current and previous work experience endorsed and stamped by Human Resource Manager.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in planning/ organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Assist with allocation/change list, day and night duty rosters and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the Nurse Manager. Implement Employer Assistance Plan. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Check ward dispensary. Daily emergency cart control. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. Partake in overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development. Maintain code of conduct: Public Service, Professional Body. Seek learning opportunities: In-service training.
<u>ENQUIRIES</u>	:	Mrs. G.N Dube: Tel No: 032 541 9231/9202
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Assistant Director: Human Resource Management, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
<u>CLOSING DATE</u>	:	03 December 2021
<u>POST 40/136</u>	:	<u>PROFESSIONAL NURSE: PAEDIATRICS (SPECIALTY NURSING STREAM) REF NO: PN: PAEDIATRICS (SPEC NURS STREAM) /3/2021 (X7 POSTS)</u> Department: Nursing Department
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital

- REQUIREMENTS** : Degree/ Diploma in General Nursing and 1 year post basic qualification in Child Nursing Science. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognizable post registration experience with SANC as a General Nurse. Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 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 (Child Nursing Science). Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on legislations and guidelines related to paediatric care. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in Paediatric areas. Participate in the implementation of priority programs that promote positive outcomes in paediatric patients. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
- ENQUIRIES** : Miss NO Mkhize Tel No: 031-241063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- 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. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 26 November 2021

POST 40/137 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 14/2021 (X1 POST)**

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

CENTRE REQUIREMENTS : ST Andrews Hospital: Maternity Ward
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMSD as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mrs MR Singh Tel No: 039 433 1955 EXT 211
: should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. OR Hand Delivery: 14 Moodie Street, Harding, 4680.
: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work

Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/138</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 13/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital: Kwajali Clinic Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 259
<u>FOR ATTENTION NOTE</u>	:	should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. OR Hand Delivery: 14 Moodie Street, Harding, 4680. Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority

(SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/139</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 14/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Elim Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 259
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority

(SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/140** : **CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: OTH CHC 10/2021 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum, (OSD). Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
- CENTRE** : Othobothini Community Health Centre
- REQUIREMENTS** : Senior Certificate / STD 10/ Grade12. Basic R425 qualification (Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC .Registration with SANC in General Nursing, Midwifery and Primary Health Care. Post basic nursing qualification (of at least 1 year) in Clinical Nursing Science, Health Assessment, Treatment and care accredited with SANC.A Minimum of 4years appropriate /recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho- Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills. Leadership, Supervisory and reporting writing skills. Good communication, Counsel, Interpersonal relations, Conflict Management, Decision making and Problem solving skills.
- DUTIES** : Ensure the efficient and effective control of surgical sundries. Pharmaceutical, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patients according to legal requirements. Assist in compiling and updating of procedural guidelines .Identify problems, arrears needing improvement and communicate them to Operational Manager. Co-ordination of Service within the institution and other services related to community health (NGO's, CBO's, CHW). Ensure supervision, provision and basic patient's needs. Evaluate and follow up patients during clinic visits. Promotes preventive health for clients. Initiate treatment, implementation of programs and evaluation of patient clinical conditions. Attend and participate during doctors' visits, provide education to patients, staff and public. Assess in service training needs, planning and implementation of training. Ability to plan and priorities issues, other work related matters and to comply with time frames .Monitor and evaluate performance of Clinic staff according to set standard, norms and target to ensure effective reporting.
- ENQUIRIES** : Ms. N.I Mthethwa Tel No: 035 571 9002 or 083 204 3264
- APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, 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. Copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). 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** : 26 November 2021

<u>POST 40/141</u>	:	<u>PROFESSIONAL NURSE GENERAL STREAM REF NO: SAH 15/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R256 905 per annum Grade 2: R315 963 per annum Grade 3: R383 226 per annum Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital Grade 1: Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. Grade 2: Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 3: Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients ie, oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality of nursing care. o ensure proper implementation of National core standards, quality and clinical audits. Maintain a constructive working relationship with nursing and other stakeholders. To implement policies, guidelines and nursing care standards. To improve the knowledge of staff and patients through health education and in-service training. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and intervention, as well as keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keep accurate records.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs MR Singh Tel No: 039 433 1955 EXT 211
<u>FOR ATTENTION NOTE</u>	:	should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680. Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's License. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All

CLOSING DATE

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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.
26 November 2021

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 26 November 2021 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Senior Management Service (SMS) will be subjected to a compulsory competency-based assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All applicants applying for an SMS post are required to obtain a pre-entry certificate for Senior Management Service (SMS) post. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry-programme. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date. However, should there be any dissatisfaction, applicants are hereby advised to within 90 days, seek reasons for the above administrative action in terms of Section 5, sub section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

MANAGEMENT ECHELON

- POST 40/142** : **CHIEF DIRECTOR: PGITO REF NO: OTP: 09 / 21 / 01 (X1 POST)**
Branch: Institutional Development Support
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. ICT, ICT Governance and E-Governance will be an added advantage. Five (5) years' experience at a Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Ensure the provision of strategic advice, support and implementation of ICT strategy. Ensure negotiations and management of transversal vendor contracts. Ensure the implementation of Records Management. Ensure the implementation of knowledge and information management.
- ENQUIRIES** : should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.

- POST 40/143** : **DIRECTOR: PREMIER'S ADVISORY COUNCIL (BUSINESS) SECRETARIAT - PEGAC - REF NO: OTP: 09 / 21 / 02 (X1 POST)**
Branch: Stakeholder Management Coordination
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. Social Sciences and Economics will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Coordinate and Support the Premier's Economic Growth Advisory Council (PEGAC) and its Technical Working Groups (TWGs). Serve as the Secretariat of PEGAC and its TWGs. Provide support in the consolidation and mainstreaming of the inputs of PEGAC and its TWGs into the Limpopo Development Plan (LDP), the Executive Council (EXCO) of the Province and its Clusters. Support the projects and programmes identified as the 5-year plans of the respective TWGs. Interact with high profile members of PEGAC in the persons of Members of EXCO, Private Sector individuals, Academic Institutions Lecturers, Civil Society members, Labour Unions etc. Manage the staff, funds and operations in the Premier Economic Growth Advisory Council Secretariat Directorate.
- ENQUIRIES** : should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.
- POST 40/144** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 09 / 21 / 03 (X1 POST)**
Branch: Institutional Development Support
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. Organisational Development, Operations Management, Human Resources Management or Business Administration will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Provide strategic direction on the implementation of Organizational Work-study within the Provincial Administration. Coordinate, Monitor and Evaluate Organization and work-study services within the Provincial Administration. Coordinate, Monitor and Evaluate and Job Evaluation within the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.
- POST 40/145** : **DIRECTOR: LABOUR RELATIONS COORDINATION REF NO: OTP: 09 / 21 / 04 (X1 POST)**
Branch: Institutional Development Support
- SALARY** : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Polokwane (Head Office)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by the South African Qualifications Authority (SAQA). A relevant Bachelor's degree / Postgraduate Diploma requiring a minimum period study of three (3) years in the related field e.g. Labour Relations, Industrial Relations, Human Resources Management, Bachelor of Law (LLB) or Labour Law will be an added advantage. Five (5) years' experience at a Middle/Senior Managerial level. A valid driver's license with the exception of people with disability.
- DUTIES** : The successful candidate will be required to: Ensure coordination and implementation of collective agreements, Council and Chamber Resolutions in the

ENQUIRIES

Provincial Administration. Ensure coordination and representation of the employer in collective bargaining and Labour Relations consultive Forums. Conduct and manage collective bargaining and Labour Relations forums at both National and Provincial Level. Oversee coordination of capacity building on the Grievance Rules and Disciplinary Code and Procedure in the Provincial Administration.

: should be directed to: Mesdames Mokgalaka S / Moyaba ME / Kekana PL / Mgbo PM at Tel No: 015 287 6665 / 6027 / 6293 / 6441 respectively.

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

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

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

OTHER POSTS

POST 40/146 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Nomzamo CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operation in a Primary Health Care Facilities. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.

DUTIES : Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

ENQUIRIES : Ms NM Matiso Tel No: (074)199-8834
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a computer literacy test.

CLOSING DATE : 26 November 2021

POST 40/147 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R562 800 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Gansbaai Clinic Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African

Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective satellite Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Ms M A Samuels Tel No: (028) 313-5200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/148 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY, CLINICAL NURSE TRAINER)**

Chief Directorate: Metro Health Services

SALARY : Grade1: R383 226 (PN-B1) per annum
 Grade 2: R471 333 (PN-B2) per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year accredited with the SANC in in Advanced Midwifery and Neonatal Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures and processes related to nurse training and education. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PFPF, PFC, HCT, Post Natal care and Presentation skills desirable. Ability

	:	to function independently as well as part of a multidisciplinary team. Computer literacy essential (Ms Word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Effective management of clinical teaching programs in the Maternal and Child Health Stream. Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Evaluate / assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.
<u>ENQUIRIES</u>	:	Ms G Mashaba Tel No: (021) 360-4408
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could be found. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/149</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT</u> Directorate: Information Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	(Head office -Based at Groote Schuur Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Information Management and Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge and experience in software development using .net or pl/sql. Knowledge and experience of the processes in the software development lifecycle. Knowledge and experience in business and systems analysis. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Experience using cloud technologies (Azure, AWS, Oracle).
<u>DUTIES</u>	:	Provide second line support for key ICT solutions. Analysis and requirements gathering for software development and procurement of ICT solutions. Develop and maintain software solutions and its related components. Complete documentation (Entity relationship diagrams, context diagrams etc.) for the software being developed. Assist with continuous integration and continuous deployment for the software development projects.
<u>ENQUIRIES</u>	:	Mr N Fredericks Tel No: (071) 682-5817
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/150</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE, MEDICAL RECORDS AND INFORMATION MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Stikland Hospital

- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Hospital Fees. Appropriate experience in relevant Hospital Information Management System. Competencies (knowledge/skills): Advanced Computer Literacy. Knowledge of all relevant financial regulations/ instructions. Knowledge of Clinicom, AR, BAS, JAC. Knowledge of Public Financial Management Act. Proficiency in two of the three official languages of the Western Cape.
- DUTIES** : Administration of Records Management Section by prompt and accurate supplying of files (med records) to reception, storage, tracking and control thereof. Manage information by analyzing, interpreting and presentation. Management account statements by EDI Management Queries resolution, Monthly Clinicom/ BAS reconciliation and mandatory Monthly Reporting. Management of Revenue Section by keeping patients informed with regard to account balances; enquiries updating of information; reconcile of attendances as well as disposals and Cash – ups. Supervision and control of Admissions, Fees, Medical Records and Information Management sections by efficiently administrating admissions of patients; ensuring that all relevant information is obtained from patient; a positive patient experience is created and CLINICOM is updated. Support to staff and supervisor.
- ENQUIRIES** : Mr B Mlambo Tel No: (021) 940 4530
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 November 2021
- POST 40/151** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District
- SALARY** : R316 791 per annum
- CENTRE** : Swellendam and Cape Agulhas Sub-district (stationed at Swellendam Hospital)
- REQUIREMENTS** : Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.
- DUTIES** : Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.
- ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 November 2021

<u>POST 40/152</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> Overberg District
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain. Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Extensive knowledge and practical experience in LOGIS and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, Clinicom and Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes Responsible for Inventory control, warehouse management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Ms CE Langley Tel No: (028) 313 5220
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 November 2021
<u>POST 40/153</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE (REVENUE/FEES)</u> Overberg District
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's). Experience: Appropriate experience in a Debt and Revenue Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18 and Hospital Information System (Accounts Receivable System, Clinicom, JAC). Knowledge of Budgeting, PFMA, Treasury and Finance Instructions. Ability to work under pressure, independently and meet timeframes. Good communications skills (written and verbal) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Financial Management Administration via instructions and systems (HIS, BAS, Cash Management, Credit Balances and JAC). Debt management of patient fees (irrecoverable debt and debt relief delegations). Revenue Manage Patient Fees (EDI, Follow-Up of medical aid and non-medical aid invoices, RAF, foreign patients, research patients and state departments). Management of patient folder / - recordkeeping systems. Management of personnel within the component, liaison with other departments and management team.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	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 : 26 November 2021

POST 40/154 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
 Garden Route District

SALARY : R173 703 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection). Inherent requirement of the job: Prepare to work overtime when required Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer Literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

ENQUIRIES : Mr WA Phillipus Tel No: (044) 604-6112
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/155 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
 Overberg District

SALARY : R173 703 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, Warehouse and Asset Management. Appropriate experience in LOGIS system. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain Systems (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete and submit monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Assist colleagues in Supply Chain Management component.

ENQUIRIES : Ms CE Langley Tel No: (028) 3130-5220
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/156 : **ADMINISTRATION CLERK: FINANCE / ADMIN**
Garden Route District

SALARY : R173 703 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in Hospital Fees Department. Appropriate experience in petty cash management. Appropriate cashier experience in the Public Sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and Outlook). (Attach proof). Knowledge of PFMA Act, Treasury Regulations and Instructions and Division of Revenue Act (DORA). Excellent interpersonal skills and the ability to maintain confidentiality and communicate in two of the three official languages of the Western Cape. Knowledge of Hospital Fees, Clinicom, AR, UPFS and BAS.

DUTIES : Effective and efficient management of Accounts Receivables and ICD 10 coding. Perform Cashier duties (Collection of state monies, allocations on BAS, issuing of receipts, capturing day end confirmations and safe keeping of state monies. Management of Petty Cash. Follow up on outstanding accounts and attend to account queries.

ENQUIRIES : Ms R Hariparsad Tel No: (044) 805 4609
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/157 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum
CENTRE : Victoria Hospital, Wynberg
REQUIREMENTS : Minimum requirement: Grade 10 (or equivalent). Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Good interpersonal skills.

DUTIES : Assist with maintaining, installation and repairing water reticulation systems. Assist with maintaining and opening sewage system. Assist with maintaining, installing, repairing, modifying and manufacture items, equipment and machines in the mechanical field. Assist with maintain and repair Workshop Tools and Equipment.

ENQUIRIES : Mr G Turner Tel No: (021) 799-1171
APPLICATIONS : The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801
FOR ATTENTION : Ms Z Peter

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/158 : **HOUSEHOLD AID (X2 POSTS)**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to perform overtime and relief work. Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to works shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Good communications skills (oral and written will be tested) in at least two of the three official languages of the Western Cape. Ability to work in a team. Sound interpersonal skills.

DUTIES : General cleaning which includes sweeping, scrubbing, mopping of floors, dusting, washing and polishing of floors and furniture, emptying dirt bins daily, cleaning windows, light shades, walls, linen and clothing. Regular cleaning of fridges, microwaves and other equipment and report any repairs that need to be done. Execute cleaning tasks in order to ensure a clean, hygienic and safe environment. Fill up water dispensers for visitors or out-patients and provision of water for in-patients. Responsible for refuse handling, stock control of equipment, linen and supplies as well as cost-effective utilisation of consumables and other resources. Attend in-service training appropriate to service delivery and prevention of medico-legal incidents.

ENQUIRIES : Ms LK de Goede Tel No: (044) 802-4352
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr B Cassim
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021

POST 40/159 : **HOUSEHOLD AID**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends, overtime, public holidays and night duty. Valid Code B/EB driver's license. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties (i.e. dust, wash, scrub, polish, linen, waste and medical waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the housekeeping supervisor and nursing staff with regards to general housekeeping duties such as control of cleaning, household equipment and upkeep of linen. Support to Nursing staff with regards to control of cleaning and household equipment, and upkeep and management of linen in the hospital environment.

ENQUIRIES : Mr P Moolman Tel No: (028) 713-8643
APPLICATIONS : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 November 2021