

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COMMUNITY SAFETY**

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.*

- APPLICATIONS** : Submit applications via one of the options below: Post: to P/Bag X0057, Bhisho, 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building, 5605 OR utilise e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The eRecruitment System closes at 23: 59 on the closing date.
- CLOSING DATE** : 02 September 2022
- NOTE** : To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za) (NB: For Technical Glitches Only – No CVs). With your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system Refer all application related enquiries to the specified contact person. Applications received after the closing date will not be considered. No faxed applications will be accepted. No late applications will be accepted. Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered.

**OTHER POST**

- POST 31/139** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES  
REF NO: ECDOCS 01/08/2022 HEAD OFFICE**
- SALARY CENTRE** : R744 255 per annum (Level 11)  
: Head Office (Bhisho)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF Level 6). A minimum of 5 years' experience at an Assistant Director (supervisory) level in Recruitment and Selection, Condition of Services, Human Resource Development including Performance Management and Experience in Labour Relations. Knowledge of Human Resources Management and HR systems, organisational development policies and procedures, Knowledge of HR Systems implementation and change management, ability to develop and implement outcome-based performance management system to support achievement of department goal and objectives, public service regulatory framework and government planning. Understanding of government systems and structures, Public Finance and Management Act (PFMA), Labour Relations Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Compensation for Occupational Injuries and Diseases Act. Good governance and Batho Pele Principles. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision-making skills. Valid driver's license.
- DUTIES** : Develop human resource policies, planning and research. Maintain correspondence on policy related issues and ensure implementation of Human Resources programs. Advise the department on the formation, development and application of policy and strategic decisions relating to the Human Resources. Develop and update procedures, methods, policies, and guidelines for the Department. Manage recruitment and selection, placement including retention strategy for the Department. Direct and implement employee engagement and retention programs. Develop and manage succession planning for the department. Manage leave, long service recognition and PILIR, manage human resource allowances and benefits, service terminations and pension enquiries and facilitate GEMS and COIDA. Manage relocation, redeployment and provide support to SMS and MMS. Manage and coordinate HR records management, overseeing employee benefits and services, implement, communicate and administer the employee benefit programs. Management of HR plan and Annual reports. Develop and manage human resources management plan, prepares financial data for monthly, quarterly and annual reports. Provide and interpret human resources annual reports, manage the preparation and distribution of Human Resources Plan. Coordinate and update the Department annual report. Maintain and strengthen internal controls over Human Resources Plan and Annual Plan. Provide secretariat and advisory service to the Human Resource Development Committee. Monitoring, evaluating and investigating misconduct cases and handling grievances properly. Overseeing Labour Relations matters. performance management improvement system and Human Resource Development. Manage skills development, Learnership and Internship programmes. Management of resources, human and financial resources.
- ENQUIRIES** : Mr L. Bobi/ Ms. L. Mazwi at Tel No: 079 284 6709  
E-recruitment Technical Support: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)
- NOTE** : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

#### **DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) and/or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. Applications: Head Office: Zwelitsha, Post to: The Director: Human Resources Administration Services, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605.
- CLOSING DATE** : 02 September 2022
- NOTE** : To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) (NB: For Technical Glitches ONLY – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person. Applications

received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed. Note: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered. The Department of Education in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

#### OTHER POSTS

**POST 31/140** : **CHIEF TOWN AND REGIONAL PLANNER (GRADE A) REF NO: ECDOE-CTARP-01/08/2022**  
 Programme: Physical Resource Management Conditional Grant  
 Component: Infrastructure Planning

**SALARY** : R912 048 per annum, CTC, (OSD)  
**CENTRE** : Provincial Office - Zwelitsha  
**REQUIREMENTS** : A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centres for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of

built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.

**DUTIES** : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield / greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate  
Mr. T Pefole Tel No: (040-608 4246)

**ENQUIRIES** :

**POST 31/141** :

**ARCHITECT (GRADE A) REF NO: ECDOE-ACP03/08/2021**  
Programme: Physical Resource Management Conditional Grant  
Directorate: Physical Resource Planning

**SALARY  
CENTRE  
REQUIREMENTS** :

R847 663 per annum, (OSD)  
Provincial Office - Zwelitsha  
Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. Minimum of Three years' experience post qualification. Registration as a Professional Architect with the South African Council for Architectural Profession. Valid driver's license. Computer literacy.

**DUTIES** :

Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Make inputs to policies, procedures, and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realize the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules, and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability, and feasibility of the geographical information management options for. Study professional journals and publications to stay abreast of new developments. Monitor and study the education the Department including interaction with relevant professional development boards/councils. Sector, legal frameworks, standards changes

and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

**ENQUIRIES** : Mr. T Pefole Tel No: (040-608 4246)  
**NOTE** : (The post is earmarked for a female)

**POST 31/142** : **CONSTRUCTION PROJECT MANAGER (GRADE B) REF NO: ECDOE-CPM02/08/2022**  
 Programme: Physical Resource Management Conditional Grant  
 Component: Infrastructure Projects/Programme Delivery  
 (12 Month Contract)

**SALARY** : R809 631 per annum, CTC, (OSD)  
**CENTRE** : Provincial Office - Zwelitsha  
**REQUIREMENTS** : An appropriate degree in the built environment with three years relevant project management experience. Valid driver's license with exception of persons with disabilities. Compulsory registration with the SACPCMP as a professional Construction Project Manager. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budgeting skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the JBCC and GCC form of contract. Core And Process Competence: Decision making. Team leadership. Analytic skills, Creativity. Self-management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement.

**DUTIES** : Responsible for the construction project management of projects for client departments and/or those relevant to the department. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with services providers, clients, and management. Contribute to the human resources and related activities. Maintain the project management record system. Utilise resources allocated effectively. Keep up with modern technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Give direction to team in realizing the Chief Directorate's strategic objective. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting, and reporting expenditure. Monitor and report on the utilization of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline, train, mentor and oversee Candidate Construction Project Managers and guide them towards full professional registration.

**ENQUIRIES** : Mr. T Pefole Tel No: (040-608 4246)

**POST 31/143** : **CHIEF EDUCATION SPECIALIST REF NO: ECDOE-CESIP 04/08/2022**  
 Programme: Physical Resource Management DORA Conditional grant  
 Component: Physical Resources Planning and Property Management

**SALARY** : R786 891 per annum, CTC, (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	: Provincial Office - Zwelitsha : Education And Training B Degree in Education or relevant qualification. Registered as Teacher. Valid Driver's License. Computer literate. Valid driver's License. Relevant Experience Minimum of six years' experience post qualification. Knowledge South African Schools Act of 1996 and Regulations. Spatial planning systems and norms of Government. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Archives and Records Service Act of 1996.
<b><u>DUTIES</u></b>	: Manage the education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan - Contribute to the alignment of the infrastructure modelling to the Departmental Service Plan from an educational perspective. Direct education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure. Document the education specific planning requirements to prepare Project Briefs. Provide inputs to the Directorate Infrastructure Delivery Management to determine Medium Term, Annual and Adjustment Budgets from a planning perspective. Review utilization of facilities from an education perspective - Assist to develop prioritization model(s) from an education perspective. Assist to prepare commissioning plans. Assist to review Business Cases. Assist to apply prioritization model(s). Make inputs to the User Asset Management Plan. Development, interpretation and customization of functional planning norms and standards - Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation. Updated information on NEIMS, EFMS and document management system for all built environment documentation [excluding financial documentation] - Direct the updating of EFMS [or other systems if applicable]. Direct the updating of NEIMS. Manage the extraction of data and information from EFMS and NEIMS for planning purposes. Validate that credible data and information are used to update NEIMS and related systems. Manage the document management system for all built environment documents excluding financial documents. School furniture and school equipment plans - Manage interaction with Districts and Schools on needs for equipment and furniture. Direct the determination of needs for school furniture. Direct the determination of needs for school equipment. Finalize school furniture and school equipment plans. Align the orders, procurement and delivery of school furniture and school equipment to the seamless commissioning and opening of schools. People Management - Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
<b><u>ENQUIRIES</u></b>	: Mr. T Pefole Tel No: (040-608 4246)
<b><u>POST 31/144</u></b>	: <b><u>CHIEF EDUCATION SPECIALIST REF NO: ECDOE-CESIP09/08/2022</u></b> Programme: Physical Resource Management DORA Conditional grant Component: Physical Resources Planning and Property Management
<b><u>SALARY</u></b>	: R786 891 per annum, CTC, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	: Provincial Office - Zwelitsha : Education And Training B Degree in Education or relevant qualification. Registered as Teacher. Valid Driver's License. Computer literate. Valid driver's License. Relevant Experience Minimum of six years' experience post qualification. Knowledge South African Schools Act of 1996 and Regulations. Spatial planning systems and norms of Government. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.

**DUTIES**

PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Archives and Records Service Act of 1996.

: Manage the education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan - Contribute to the alignment of the infrastructure modelling to the Departmental Service Plan from an educational perspective. Direct education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure. Document the education specific planning requirements to prepare Project Briefs. Provide inputs to the Directorate Infrastructure Delivery Management to determine Medium Term, Annual and Adjustment Budgets from a planning perspective. Review utilization of facilities from an education perspective - Assist to develop prioritization model(s) from an education perspective. Assist to prepare commissioning plans. Assist to review Business Cases. Assist to apply prioritization model(s). Make inputs to the User Asset Management Plan. Development, interpretation and customization of functional planning norms and standards - Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation. Updated information on NEIMS, EFMS and document management system for all built environment documentation [excluding financial documentation] - Direct the updating of EFMS [or other systems if applicable]. Direct the updating of NEIMS. Manage the extraction of data and information from EFMS and NEIMS for planning purposes. Validate that credible data and information are used to update NEIMS and related systems. Manage the document management system for all built environment documents excluding financial documents. School furniture and school equipment plans - Manage interaction with Districts and Schools on needs for equipment and furniture. Direct the determination of needs for school furniture. Direct the determination of needs for school equipment. Finalize school furniture and school equipment plans. Align the orders, procurement and delivery of school furniture and school equipment to the seamless commissioning and opening of schools. People Management - Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**ENQUIRIES**

: Mr. T Pefole Tel No: (040-608 4246)

**POST 31/145**

: **ENGINEER AS INFRASTRUCTURE PROGRAMME MANAGER REF NO: ECDOE-E 05/08/2022**

Programme: Physical Resource Management Conditional Grant  
Component: Physical Resource Planning

**SALARY  
CENTRE  
REQUIREMENTS**

: R728 829 per annum, CTC, (OSD)  
: Provincial Office - Zwelitsha  
: University degree in Engineering and/or equivalent qualification. Registered as a Professional Engineer with ECSA. Valid driver's license. Minimum of Three years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset

Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

**DUTIES**

: Infrastructure Programme and Project Planning in line with IDMS-Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan- Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorization of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards, and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and



		changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
<b><u>ENQUIRIES</u></b>	:	Mr. T Pefole Tel No: (040-608 4246)
<b><u>POST 31/146</u></b>	:	<b><u>EDUCATIONAL PSYCHOLOGIST: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: ECDOE-PSY06/08/2022 (X2 POSTS)</u></b>
		Programme: LSPID: Conditional grant
		Component: Inclusive Education
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R713 446 per annum, CTC package, (OSD)
	:	Chris Hani West (Queenstown) & OR Tambo Inland (Mthatha)
	:	MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.
<b><u>DUTIES</u></b>	:	As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.
<b><u>ENQUIRIES</u></b>	:	Mr. S Ncapayi Tel No: (040-608 4219)
<b><u>POST 31/147</u></b>	:	<b><u>TOWN AND REGIONAL PLANNER (GRADE A) REF NO: ECDOE-TARP 07/08/2022</u></b>
		Programme: Physical Resource Management DORA Conditional grant
		Component: Physical Resources Planning and Infrastructure Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R628 014 per annum, CTC package, (OSD)
	:	Provincial Office - Zwelitsha
	:	Education And Training University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's License. Computer literate. Relevant Experience Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. Knowledge South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National

**DUTIES**

Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. Norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.

: Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Assist to align town planning infrastructure modelling to the Departmental Service Plan. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP). Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans (IDPs) of Local Government. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. Undertake spatial analysis and modeling to support comprehensive infrastructure planning framework. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land. Review utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP). Make input to prioritization model(s) with inputs from all the professionals. Make input to the development of commissioning plans with inputs from all the professionals. Make inputs to Business Cases with inputs from all the professionals. Make inputs to the User Asset Management Plan and Strategic Briefs. Make inputs to the planning of school equipment and furniture. Development, interpretation and customization of functional and technical norms and standards 1. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.

**ENQUIRIES**

: Mr. T Pefole Tel No: (040-608 4246)

**POST 31/148**

: **TOWN AND REGIONAL PLANNER (GRADE A) REF NO: ECDOE-TARP 10/08/2022**

Programme: Physical Resource Management DORA Conditional grant  
Component: Physical Resources Planning and Infrastructure Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R628 014 per annum, CTC package, (OSD)  
: Provincial Office - Zwelitsha  
: Education And Training University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's License. Computer literate. Relevant Experience Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. Knowledge South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land

**DUTIES**

Administration Legislation. Norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.

: Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Assist to align town planning infrastructure modelling to the Departmental Service Plan. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP). Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans [IDPs] of Local Government. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. Undertake spatial analysis and modeling to support comprehensive infrastructure planning framework. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land. Review utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP). Make input to prioritization model(s) with inputs from all the professionals. Make input to the development of commissioning plans with inputs from all the professionals. Make inputs to Business Cases with inputs from all the professionals. Make inputs to the User Asset Management Plan and Strategic Briefs. Make inputs to the planning of school equipment and furniture. Development, interpretation and customization of functional and technical norms and standards Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.

**ENQUIRIES**

: Mr. T Pefole Tel No: (040-608 4246)

**POST 31/149**

: **TOWN AND REGIONAL PLANNER (GRADE A) REF NO: ECDOE-TARP 11/08/2022**  
Programme: Physical Resource Management DORA Conditional grant  
Component: Physical Resources Planning and Infrastructure Management

**SALARY CENTRE REQUIREMENTS**

: R628 014 per annum, CTC package, (OSD)  
: Provincial Office - Zwelitsha  
: Education And Training University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's License. Computer literate. Relevant Experience Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. Knowledge South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. Norms of Government. National Building Standards

Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.

**DUTIES**

: Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Assist to align town planning infrastructure modelling to the Departmental Service Plan. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report. 3. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP). Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans [IDPs] of Local Government. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. Undertake spatial analysis and modeling to support comprehensive infrastructure planning framework. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land. Review utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP). Make input to prioritization model(s) with inputs from all the professionals. Make input to the development of commissioning plans with inputs from all the professionals. Make inputs to Business Cases with inputs from all the professionals. Make inputs to the User Asset Management Plan and Strategic Briefs. Make inputs to the planning of school equipment and furniture. Development, interpretation and customization of functional and technical norms and standards Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.

**ENQUIRIES**

: Mr. T Pefole Tel No: (040-608 4246)

**POST 31/150**

: **QUANTITY SURVEYOR (GRADE A) REF NO: ECDOE-QS08/08/2021**  
 Programme: Physical Resource Management DORA Conditional grant  
 Directorate: Infrastructure Delivery Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R618 732 per annum, CTC, (OSD)  
 : Provincial Office - Zwelitsha  
 : University Degree in Quantity Surveying and/or equivalent qualification. Registration with SACQSP as a professional Quantity Surveyor. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification.

**DUTIES**

: Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods, and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies

related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, modern technology, and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

**ENQUIRIES**  
**NOTE**

: Mr. T Pefole Tel No: (040-608 4246)  
: (The post is earmarked for a female)

**POST 31/151**

: **ASSISTANT DIRECTOR: STAKEHOLDER ENGAGEMENT REF NO: ECDOE-AD12/08/2022**  
Programme: Presidential Youth Employment Programme  
Component: HR Development  
(12-month contract)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R477 090 per annum (Level 10)  
: Provincial Office - Zwelitsha  
: A NQF 7 SAQA registered tertiary qualification in Public Management. Five years' experience within a supervisory capacity. Significant experience of managing engagement with one or more of the stakeholders. Cohort referred to above and statutory bodies on major high-profile public-sector infrastructure or regeneration projects. Ability to withstand pressure and meet deadlines within a specified timeframe. Appreciation of the infrastructure-related political environment. Experience in developing and successfully implementing stakeholder engagement plans. A clear understanding of issues pertaining to project development and preferably familiarity with the requirements of authorization processes such as Development Consent Order. Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative. Good interpersonal and networking skills, highly articulate team player. Strong project management and people management skills. High degree of accuracy in executing work. Ability to schedule work and deliver to tight deadlines. Broader project communications experience and skills desirable. Valid Code 8 driver's license.

**DUTIES**

: Working closely with the Stakeholder Engagement Lead, manage engagement with one (or possibly more depending on the scale of the project) project stakeholders across local authorities, Local Government, statutory and non-statutory bodies (including environment & technical organisations), industry & business, communities and other parties to establish strong working relationships Development and successful delivery of stakeholder engagement plans in accordance with the overarching stakeholder engagement strategy. Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries. Manage stakeholder engagement coordinators, providing guidance and directing their workload activities to ensure timescales and requirements are met. Work collaboratively with other members of the project team, liaising with other Stakeholder Managers in the stakeholder team and the PMO (project management office). Provide briefings and support to technical teams for meetings with stakeholders. Arrange and attend stakeholder meetings with technical team members and ensure

feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales. Prepare and manage workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports. Ensure accurate audit trail maintained of all stakeholder engagement and all contact/activities are recorded on stakeholder database. Attend client-facing meetings, collaborative planning workshops and report to client on progress. Provide input into weekly/monthly reports for PMO and Project Board. Attend Stakeholder Engagement Working Group and expedite actions arising.

**ENQUIRIES**

: Ms. L Sidiya Tel No: (040-608 4253)

**POST 31/152**

: **CHIEF EDUCATION THERAPIST (OCCUPATIONAL THERAPIST):  
LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL  
DISABILITIES (GRADE 1) REF NO: ECDOE-CETOT 13/08/2022**

Programme: LSPID: Conditional grant  
Component: Inclusive Education

**SALARY  
CENTRE  
REQUIREMENTS**

: R466 119 per annum, CTC package, (OSD)  
: Chris Hani West (Queenstown)  
: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice: Occupational Therapist and South African Council for Education (SACE). A valid driver's license. Computer literacy. A valid driver's license. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Assess students' functional physical development level. Identify architectural barrier and provide recommendations for accessibility, programme development and student placement. Provision of support for learners with special education needs will be and added advantage. Ability to selection and administer appropriate assessment instruments and procedures considering age, developmental level and educational placement. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

**DUTIES**

: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed. Establish and maintain a physiotherapeutic support services at district level in collaboration with reporting to the coordinator for Inclusive Educations Services at Provincial level. Guide and assist screening, early identification, assessment and support of barriers to learning that emanate from factors that threaten movement and bodily functional ability (e.g., neurological and development impairment, injury disease, environmental factors, etc.) Undertake comprehensive assessment of children with complex developmental, neurological and specialist orthopedic condition, using investigative and analytical skills to formulate individualized management and treatment plans incorporating a wide range of treatment skills and using clinical reasoning. Provide specialist advice and assessment for the provision of appropriate aids and equipment and monitor their use. Facilitate, monitor, and support the implementation of prevention and intervention support programmes and strategies. Establish networking with s, community, state departments and private sectors. Support s as a member of the Schools Based Support Teams (SBST) as well as a District Based Support Teams (DBST).

		Implement National / Provincial policy on Inclusive Education. Perform Generic administrative functions Conduct and lead outreach programmes.
<b><u>ENQUIRIES</u></b>	:	Mr. S Ncapayi Tel No: (040-608 4219)
<b><u>POST 31/153</u></b>	:	<b><u>CHIEF EDUCATION THERAPIST (SPEECH THERAPIST): LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1)</u></b> <b><u>REF NO: ECDOE-CETST 14/08/2022</u></b> Programme: LSPID: Conditional grant Component: Inclusive Education
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R466 119 per annum, CTC package, (OSD) Chris Hani West (Queenstown) Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an independent practice: Speech Therapist and South African Council for Education (SACE). Computer literacy. A valid driver's license. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Assess students' functional physical development level. Identify architectural barrier and provide recommendations for accessibility, programme development and student placement. Provision of support for learners with special education needs will be and added advantage. Ability to selection and administer appropriate assessment instruments and procedures considering age, developmental level and educational placement. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.
<b><u>DUTIES</u></b>	:	As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed. Establish and maintain a physiotherapeutic support services at district level in collaboration with reporting to the coordinator for Inclusive Educations Services at Provincial level. Guide and assist screening, early identification, assessment and support of barriers to learning that emanate from factors that threaten movement and bodily functional ability (e.g., neurological and development impairment, injury disease, environmental factors, etc.) Undertake comprehensive assessment of children with complex developmental, neurological and specialist orthopedic condition, using investigative and analytical skills to formulate individualized management and treatment plans incorporating a wide range of treatment skills and using clinical reasoning. Provide specialist advice and assessment for the provision of appropriate aids and equipment and monitor their use. Facilitate, monitor, and support the implementation of prevention and intervention support programmes and strategies. Establish networking with s, community, state departments and private sectors. Support s as a member of the Schools Based Support Teams (SBST) as well as a District Based Support Teams (DBST). Implement National / Provincial policy on Inclusive Education. Perform Generic administrative functions Conduct and lead outreach programmes.
<b><u>ENQUIRIES</u></b>	:	Mr. S Ncapayi Tel No: (040-608 4219)

**POST 31/154** : **SOCIAL WORKER: ECD (GRADE 1) REF NO: ECDOE-SW/ 1508/2022**  
Programme: Early Childhood Development  
Component: ECD

**SALARY** : R261 456 per annum, (OSD)  
**CENTRE** : Amathole East (Butterworth)  
**REQUIREMENTS** : A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. A valid driver's license. Skills to challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Competencies: Good verbal and written communication. Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving. Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills. Knowledge and experience in working with the Children's Act.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. Maintain and update data bases and registers. To assist with awareness of norms and standards within partial care facilities: Number of onsite visits done. Number of norms and standards checklists completed. Number of follow up visits with regards to guidance and support done. Number of process notes complete. To assist partial care facilities with the registration process: Number of application forms distributed. Number of follow ups done. Number of facilities assisted and guided. Number of application packages received. To assist partial cares with the ECD programme application process: Number of application forms distributed. Number of onsite visits done. Number of norms and standards checklists completed. Number of follow up visits done with regards to guidance and support. Number of application forms received. Number of process notes completed. To assist in the compilation of databases and maintaining database: Data registers on registered- and registered funded. Partial care facilities compiled and maintained. Data register on unregistered Partial Care facilities compiled and maintained. Data register on registered ECD programmes compiled and maintained. Data register on unregistered ECD Programmes compiled and maintained. Data register on practitioners' qualifications in registered funded partial care facilities compiled and maintained. Data register on practitioners' qualifications in unregistered partial care facilities compiled and maintained. Compile statistics of monthly and quarterly reports: Timeously submission of monthly statistics. Timeously submission of quarterly progress reports.

**ENQUIRIES** : Ms. N Chiliza Tel No: (040-608 4141)

**POST 31/155** : **WORKS INSPECTOR REF NO: ECDOE-WI16/08/2022**  
Programme: Physical Resource Planning (Dora Funded)  
Component: Physical Resource Management

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Alfred Nzo West (Maluti and Mount Frere)



**REQUIREMENTS** : National Diploma in Building. Valid Driver's license. Computer literacy. One years' experience post qualification. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998.

**DUTIES** : Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. Participate in annual evaluations on completed maintenance projects. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans. Assist to orientate users in terms of the optimal usage of Facilities. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. Assist to train Schools on the preparation of disaster management plans. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist Schools to develop maintenance plans and budgets. Validate quality of school maintenance plans. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.

**ENQUIRIES** : Mr. T Pefole Tel No: (040-608 4246)

#### **DEPARTMENT OF HEALTH**

**APPLICATIONS** : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

**EMS Amathole** - Post to: HR Office, Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel No: 043 707 6748.

**EMS: OR Tambo** - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms Z Mtimba Tel No: 047 502 9000.

**EMS: Sarah Baartman** -Post to Human Resource Office- Sarah Baartman District Office Private Bag X26667, Greenarces, Port Elizabeth, 6057. Hand Deliver to: Human Office- Sarah Baartman District Office, No 16 Grace Street, Laboria House, Port Elizabeth, 6057 Enquiries: Ms T Mpitimpiti Tel No: 041 408 8509

**EMS: Nelson Mandela Metro** – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

**EMS: Alfred Nzo** - Post to: HR Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700: Enquiries Mr K Praitel Tel No: 039 797 6070.

**Senqu Sub-District** - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr L Solomane Tel no: 051 633 9617.

**Elundini Sub District** – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel No: 039 257 2400.

**Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: 041 405 2348

**Maletswai Sub-District** - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr L Solomane – Tel No: 051 633 9617.

**Frontier Regional Hospital** – Post to: HR Office, Private Bag X 7063, Queenstown, 5320 or Hand Delivery to: HR Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Street, Queenstown, 5320. Enquiries: Ms P Marongo Tel No: 045 808 4272.

**Nkqubela TB Hospital:** Hand Delivery to Human Resource Office, 1124 Billy Road, Nu9 Mdantsane Post to: HR Office Nkqubela TB Hospital PO Box 12239 Amalinda East London 5247 Enquiries: Ms Y Makala Tel No: 0437612131

**Mthatha Pharmaceutical Depot:** Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

**PE Pharmaceutical Depot** Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or Hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struandale Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel No: 041 406 9831.

**Qaukeni Sub-District** - Post to: Qaukeni Sub District: HR Office, Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No: 039 253 1541

**King Sabatha Dalindyebo Sub-District Office** - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: 047 531 0823.

**Mbhashe Sub District** - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel No: 047 489 2417/16

**Mnquma Sub-district** - Post to: HR Office, Mnquma Sub-district or hand deliver to: HR Office 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tengwa Tel No: 047 491 0740.

**Mhlontlo Sub District** - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntlabi Tel No: 047 553 0585

**Amahlati Sub-district** -Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel No: 043 643 4775/6.

**Cecilia Makiwane Regional Hospital** - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel No: 043 708 2121.

**Nompumelelo Hospital** - Post to: HR Office, Nompumelelo Hospital, Private Bag X13 Peddie 5640 or Hand Deliver to: HR Office, Nompumelelo Hospital, Grahamstown Road, Peddie 5640 Enquiries: Ms Mlotana Tel No.040 673 3321

**Raymond Mhlaba Sub District** - Post to: Human Resource Office, Raymond Mhlaba Sub District, P.O. Box 967, Fort Beaufort, 5720 or hand deliver to: HR Office, Raymond Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720. Enquiries: Mr Dyomfana Tel No: 046 645 1892.

**Mt Ayliff Hospital** - Post to: HR Office, Private Bag X504, Mt Ayliff Hospital, Mt Ayliff, 4735 or hand delivery to: HR Office, No.8 Ntsizwa Street Mt Ayliff Hospital, Mount Ayliff ,4735. Enquires: Mrs O Mjoka Tel No: 039 254 0236.

**Settlers Hospital** - Post to: HR Office Settlers Hospital, Private Bag x1007, Grahamstown, 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights, Grahamstown, 6140 Enquires: Ms S Diva Tel No: 046 602 5046.

**Port Alfred Hospital** -Post to HR Office, Alfred Hospital, Private Bag x227, Port Alfred, 6170 or Hand Deliver to HR Office, Southwell Road, Port Alfred, 6170. Enquiries: Ms L Raco Tel No: 046 604 4000

**St Elizabeth Regional Hospital** - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza Tel No: 039 253 5012.

**All Saints Hospital** - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel No: 047 548 4104.

**Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469.

**Victoria Hospital - Post** to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700 or hand deliver to: HR Office, Victoria Hospital, Kuntselamanzi Road, Alice, 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141

**Intsika Yethu** Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela Tel No: 047 874 0079.

**Mjanyana Hospital** - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 874 8000.

**Mthatha Regional Hospital** - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel No: 047 502 4143/4008.

**Holy Cross Hospital** - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel No: 039 252 2026/8

**CLOSING DATE**  
**NOTE**

: 02 September 2022  
: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

**OTHER POSTS**

**POST 31/156**

: **HEAD: CLINICAL UNIT OTORHINOLARYNGOLOGY (EAR NOSE AND THROAT SPECIALIST) REF NO: ECHEALTH/HCU/LTH/APL/01/08/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 754 739 – R1 862 412 per annum, (OSD)  
: Nelson Mandela Metro District, Livingstone Tertiary Hospital  
: An Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology (Ear Nose and Throat). A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Otorhinolaryngology (Ear Nose and Throat). Competencies (knowledge/skills): Sound knowledge of Otorhinolaryngology (Ear Nose and Throat) theory and practice. Evidence of leadership on a clinical service platform and knowledge of the health sector in South Africa Experience in the areas of clinical service delivery, teaching and training, research, and advocacy. Understanding of relevant statutory and medico legal frameworks, including strategic Provincial documentation, Best Practice Criteria, Ideal Hospital framework, EML, Standard Treatment Guidelines etc Knowledge of corporate and clinical governance relevant for an academic division. Appropriate skills in management of diversity in the workplace. Counselling and conflict resolution skills.

**DUTIES** : Provide leadership to the Division of Otorhinolaryngology (Ear Nose and Throat) and manage its staff, resources and performance, inspiring innovation and manage an effective and efficient service to patients. Participate as an active clinician, participating within the Department of Surgery and working closely with hospital management. Deliver effective and efficient administration of the Division of Otorhinolaryngology (Ear Nose and Throat). Ensure the rational use of resources (including laboratory investigations, medication, consumables, and equipment). Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and medical students. Conduct and supervise research.

**ENQUIRIES** : Ms L Mabanga Tel No: 041 405 2348

**POST 31/157** : **HEAD: CLINICAL UNIT (ANAESTHESIA) REF NO: ECHEALTH/HCU-ANA/STEH/APL/01/08/2022**

**SALARY** : R1 754 739 – R1 862 412 per annum, (OSD)  
**CENTRE** : OR Tambo District, St Elizabeth Regional Hospital  
**REQUIREMENTS** : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesia. A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anesthesiology. Experience in managing clinical services in Proven track record in providing postgraduate teaching, Other proven managerial experience, Experience in a tertiary environment, Track record of academic publications Knowledge, Skills, Training and Competencies Required: Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programs, Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, Good communication, leadership, decision-making and clinical skills, Demonstrate the ability to work as part of a multidisciplinary team, Sound knowledge of clinical procedures and protocols within the discipline, Assessment, management of patients, Participation in the After Hours call system is essential.

**DUTIES** : Manage the Anaesthetic department of a busy tertiary hospital Participate in the clinical anaesthetic service of a regional hospital by: Providing consultant cover in theatre daily Providing after-hour consultant cover in Anaesthetics. Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic. Participate in outreach programs for the development of safe anaesthetic services in the catchment Area. Participate in the departmental teaching programs for vocational, postgraduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilization and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anesthetic Department. Participate in HCU, Theatre users and any relevant hospital committee meetings. Maintain self-development and staff development by CPD and CME activities. Ensure sound Clinical Governance and co-ordinate participation in Quality Improvement measures by staff. Liaise with other regional, tertiary hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programs Provide support to the Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

**ENQUIRIES** : Mr M Nozaza Tel No: 039 253 5012

**POST 31/158** : **HEAD: CLINICAL UNIT (OBS & GYNAE) REF NO: ECHEALTH/HCU-OBSG/STEH/APL/01/08/2022**

**SALARY** : R1 754 739 – R1 862 412 per annum, (OSD)  
**CENTRE** : OR Tambo District, St Elizabeth Regional Hospital

**REQUIREMENTS** : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Knowledge, Skills and Experience: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Specialist Obstetrics and Gynaecology surgical skills, Colposcopy skills. Possess adequate skills to be able to carry out intermediate level minimally invasive surgery in Gynaecology. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics.

**DUTIES** : Participation in the delivery, and support of General Obstetrics and Gynaecology services within the hospital including Gynaecology surgery. Be responsible for the delivery, supervision and support of an effective Outreach programme for Obstetrics and Gynaecology within the catchment area including: Compiling and implementing relevant protocols for Obstetrics and Gynaecology. Implementing and monitoring clinical audit for improvement of maternal and peri-natal stats in area. Teaching and building capacity within the staff in referring institutions and thereby ensuring appropriate management of, and referral of patients. Participation in the development of, and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in the OR Tambo region. Participation in the delivery of a 24-hour in and out-patient Obstetrics and Gynaecology service. Assist the Head of Department by: Providing administrative assistance. Coordinating an effective Intern Training Programme for the Department. Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.

**ENQUIRIES** : Mr M Nozaza Tel No: 039 253 5012.

**POST 31/159** : **MEDICAL SPECIALIST GRADE 1- 3 (INTERNAL MEDICINE) REF NO: ECHEALTH/MS-IN/LTH/APL/01/08/2022**

**SALARY** : R1 754 739 – R1 862 412 per annum, (OSD)  
**CENTRE** : Nelson Mandela Metro District, Livingstone Tertiary Hospital  
**REQUIREMENTS** : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Internal Medicine. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA in a normal specialty. Knowledge and Skills: Evidence of research capability. Experience in lecturing students. A valid driver's license.

**DUTIES** : Provide strategic leadership and strategic direction to the relevant domain. Render Clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied health care workers. Be actively involved in research and publish articles. Participate in outreach programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

**ENQUIRIES** : Ms L Mabanga Tel No: 041 405 2348

**POST 31/160** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/MTALH/APL/01/08/2022**

**SALARY** : R1 191 510 – R1 322 391 per annum, (OSD)  
**CENTRE** : Alfred Nzo District, Mount Ayliff Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health

		Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Mrs O Mjoka Tel No: 039 254 0236.
<b><u>POST 31/161</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/ALSAH/APL/01/08/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD) Chris Hani District, All Saints Hospital
	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Ms NP Gcaza Tel No: 047 548 4104
<b><u>POST 31/162</u></b>	:	<b><u>CLINICAL MANAGER REF NO: ECHEALTH/CM/SH/APL/01/08/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 191 510 – R1 322 391 per annum, (OSD) Sarah Baartman District, Settlers Hospital
	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within

the respective department. Attend to administrative matters as required  
Perform commuted overtime.

**ENQUIRIES** : Ms S Diva Tel No: 046 602 5046

**POST 31/163** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/PA/APL/01/08/2022**

**SALARY** : R1 191 510 – R1 322 391 per annum, (OSD)  
**CENTRE** : Sarah Baartman District, Port Alfred Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

**DUTIES** : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required  
Perform commuted overtime.

**ENQUIRIES** : Ms L Raco Tel No: 046 604 4000

**POST 31/164** : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/MTH/APL/01/08/2022**

**SALARY** : R856 272 – R963 723 per annum, (OSD)  
**CENTRE** : Alfred Nzo District, Mount Ayliff Hospital  
**REQUIREMENTS** : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

**DUTIES** : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

**ENQUIRIES** : Mrs O Mjoka Tel No: 039 254 0236

**POST 31/165** : **CLINICAL PSYCHOLOGIST GRADE 1 -3 REF NO: ECHEALTH/CPSY/CMH/ARP/01/08/2022 (X2 POSTS)**

Re-advertisement. Applicants who have applied before are encouraged to apply again

**SALARY** : Grade 1: R724 662 – R796 041 per annum, (OSD)

**CENTRE  
REQUIREMENTS**

Grade 2: R844 884 – R937 704 per annum, (OSD)  
Grade 3: R980 524 – R1 155 006 per annum, (OSD)  
Buffalo City Metro, Cecilia Makiwane Regional Hospital  
Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration, **Grade 1:** (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), **Grade 2.** A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), **Grade 3:** A minimum of 16 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees. Knowledge, skills and Competencies required: Knowledge of Diagnostic and therapeutic procedures and manuals, human behaviour, normal and abnormal, Knowledge of administration and psychometric test, ethical codes of conduct and relevant legislation. Good interpersonal relationships and positive attitude towards patients and colleagues. Sound knowledge of relevant legislation guiding the provision of clinical Psychology services in a health care environment. i.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Ability to work in multi-disciplinary environment. Valid driver's license.

**DUTIES**

To provide optimal clinical psychological intervention services in the management of cerebral palsy and other conditions. Provide comprehensive psychological assessment of hospital patients within a clinical team context by establishing clear and realistic treatment goals using appropriate theoretical frameworks. Provide psychological treatment to hospital patients using valid and reliable techniques and methods. Develop appropriate systems, internal controls and implement quality assurance programs. Write psychological related reports when required. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Clinical Psychology services and contribute towards research. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leaves, policy development etc.

**ENQUIRIES**

Ms N. Matshaya Tel No: 043 708 2121

**POST 31/166**

**CLINICAL PSYCHOLOGIST GRADE 1 - 3 REF NO:  
ECHEALTH/CPSY/NMAH/ARP/01/08/2022 (X2 POSTS)**

Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY**

Grade 1: R724 662 – R796 041 per annum, (OSD)  
Grade 2: R844 884 – R937 704 per annum, (OSD)  
Grade 3: R980 524 – R1 155 006 per annum, (OSD)

**CENTRE  
REQUIREMENTS**

OR Tambo District, Nelson Mandela Academic Hospital  
Senior certificate, Master's degree in Clinical Psychology. Registration as an Independent Practitioner (Clinical Psychology) with the Health Professions Council of South Africa (HPCSA. A proof of current renewal of practice license with HPCSA as a Clinical Psychologist. Knowledge, skills and Competencies required: Knowledge of Diagnostic and therapeutic procedures and manuals, human behaviour, normal and abnormal, Knowledge of administration and psychometric test, ethical codes of conduct and relevant legislation. Good interpersonal relationships and positive attitude towards patients and colleagues. Sound knowledge of relevant legislation guiding the provision of clinical Psychology services in a health care environment. i.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Ability to work in multi-disciplinary environment. Valid driver's license.



**DUTIES**

To provide optimal clinical psychological intervention services in the management of cerebral palsy and other conditions. Provide comprehensive psychological assessment of hospital patients within a clinical team context by establishing clear and realistic treatment goals using appropriate theoretical frameworks. Provide psychological treatment to hospital patients using valid and reliable techniques and methods. Develop appropriate systems, internal controls and implement quality assurance programs. Write psychological related reports when required. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Clinical Psychology services and contribute towards research. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leaves, policy development etc.

**ENQUIRIES**

: Ms Calaza Tel No: 047 502 4469

**POST 31/167**

: **ASSISTANT MANAGER NURSING (MATERNITY AND PEADS) REF NO: ECHEALTH/AMN/HCH/01/08/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R624 216 – R702 549 per annum, (OSD)  
: OR Tambo District, Holy Cross Hospital  
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

**DUTIES**

: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interpersonal professional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate. And comprehensive information of health care.

**ENQUIRIES**

: Ms B Mbutye Tel No: 039 252 2026/8

**POST 31/168**

: **ASSISTANT MANAGER NURSING SPECIALTY (OPHTHALMOLOGY & PEDATRICS) REF NO: ECHEALTH/AMN/FRH/APL/01/08/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R624 216 – R702 549 per annum, (OSD)  
: Chris Hani District, Frontier Regional Hospital  
: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Ophthalmic Nursing Science/Pediatric Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

**DUTIES**

: Delegate, supervise and coordinate the provision of an efficient and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish

and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Provide Guidance and Leadership towards the realization of strategic goals and objectives of the division.

**ENQUIRIES** : Ms P Marongo Tel No: 045 808 4272

**POST 31/169** : **ASSISTANT MANAGER NURSING SPECIALTY (ANTENATAL) REF NO: ECHEALTH/AMN/CMH/APL/01/08/2022**

**SALARY** : R624 216 – R702 549 per annum, (OSD)  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane Regional Hospital  
**REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES** : Delegate, supervise and coordinate the provision of an efficient and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Provide Guidance and Leadership towards the realization of strategic goals and objectives of the division.

**ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121

**POST 31/170** : **ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/NPH/APL/01/08/2022**

**SALARY** : R624 216 – R702 549 per annum, (OSD)  
**CENTRE** : Amathole District, Nompumelelo Hospital  
**REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES** : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure

		that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<b><u>ENQUIRIES</u></b>	:	Ms Mlotana Tel No: 040 673 3321
<b><u>POST 31/171</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/NK-TBH/APL/01/08/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Nkqubela TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<b><u>ENQUIRIES</u></b>	:	Ms Y Makala Tel No: 0437612131
<b><u>POST 31/172</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) - MEDICAL WARD REF NO: ECHEALTH/AMN/FRH/APL/01/08/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<b><u>ENQUIRIES</u></b>	:	Ms P Marongo Tel No: 045 808 4272
<b><u>POST 31/173</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) - SURGICAL WARD REF NO: ECHEALTH/AMN/FRH/APL/01/08/2022</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani District, Frontier Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate

experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

**DUTIES** : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES** : Ms P Marongo Tel No: 045 808 4272

**POST 31/174** : **OPERATIONAL MANAGER SPECIALITY (THEATRE & HIGHCARE) REF NO: ECHEALTH/OPMS-THE&HC/MTAH/APL/01/08/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)

**CENTRE** : Amathole District, Victoria Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Ms L Mangesi Tel No: 040 653 1141

**POST 31/175** : **OPERATIONAL MANAGER SPECIALITY (THEATRE & CSSD) REF NO: ECHEALTH/OPMS-THE&CSSD/HCH/APL/01/08/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)

**CENTRE** : OR Tambo District, Holy Cross Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health

Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Ms B Mbutye Tel No: 039 252 2026/8

**POST 31/176** : **OPERATIONAL MANAGER SPECIALITY (NEONATAL WARD) REF NO: ECHEALTH/OPMS-NEOW/HCH/APL/01/08/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant speciality. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said speciality. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

**DUTIES** : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

**ENQUIRIES** : Ms B Mbutye Tel No: 039 252 2026/8

**POST 31/177** : **OPERATIONAL MANAGER SPECIALITY (CASUALTY & OPD) REF NO: ECHEALTH/OPMS-COPD/MTAH/APL/01/08/2022**

**SALARY** : R571 242 – R642 933 per annum, (OSD)  
**CENTRE** : Alfred Nzo District, Mt Ayliff Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant speciality. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said speciality. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

		communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit. Mrs O Mjoka Tel No: 039 254 0236
<b><u>ENQUIRIES</u></b>		
<b><u>POST 31/178</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum, (OSD)
	:	Mhlontlo Sub District, Ngwenyama Clinic Ref No: ECHEALTH/OMPHC-NGWENC/APL/01/08/2022 (X1 Post)
	:	Nxotwe Clinic Ref No: ECHEALTH/OMPHC-NXOTC/APL/01/08/2022 (X1 Post)
	:	Mbalisweni Clinic Ref No: ECHEALTH/OMPHC-MBALISC/APL/01/08/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<b><u>ENQUIRIES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585
<b><u>POST 31/179</u></b>	:	<b><u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC-NSKGW/APL/01/08/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R571 242 – R642 933 per annum, (OSD)
<b><u>REQUIREMENTS</u></b>	:	Qaukeni Sub District, Nessie Knight Gateway Clinic
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable 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/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical

standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.  
Ms N Hlobo Tel No: 039 253 1541

**ENQUIRIES**

**POST 31/180**

**EMS DISTRICT MANAGER REF NO:**  
**ECHEALTH/EMSDM/SB/ARP/01/08/2022**

**SALARY**

Grade 2: R544 152 – R586 197 per annum, (OSD)  
Grade 3: R846 033 – R911 406 per annum, (OSD)

**CENTRE**

Sarah Baartman EMS District

**REQUIREMENTS**

**Grade 2:** Successful completion of the ECT course that allows registration with HPCSA as ECT. Registration with HPCSA as ECT or paramedic or Successful completion of the CCA course/National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. 3 years after registration with the HPCSA as ECT/3 years after registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. 3 Years after registration with the HPCSA as ECP. A proven experience in Emergency Medical Services, Management competencies, policy development and analysis and interaction with key role players in health care. Knowledge of National Health Act and the regulations pertaining to the Act, knowledge and understanding of policies related to facilities development and planning as well as related Acts and regulations. Knowledge of Public Finance Management Act (PFMA), Disaster Management Act 57/2002, and understanding of the legislative framework governing the Public Service. Good leadership, organisational, analytical, planning, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently, high pressured environment and with the team and work irregular hours. A valid driver's licence.

**DUTIES**

Overall Management of EMS within the District. Develop and implement a sound emergency service management strategy for the district. Coordinate emergency services within the District. Ensure that all emergency vehicles are fully equipped and in compliance with relevant standards and legislation. Ensure that all EMS stations are compliant to the minimum standards. Ensure policy compliance with all the relevant legislation. Management of the EMS District office of all aspects such as fleet management, operations, finance, SCM, data and HR Matters. Authorise expenditure and supply inputs on budget requirements in line with delegations. Manage expenditure within allocated budget. Ensure effective compliance with Emergency Medical Services regulations, norms and standards. Quality check and verify DHIS data before submitting. Required to be on twenty-four hour stand-by for the district. Ensure performance management of subordinates. Submission of reports on a regular basis. Management of discipline.

**ENQUIRIES**

Ms T Mpitimpiti Tel No: 041 408 8509

**POST 31/181**

**CHIEF OCCUPATIONAL THERAPIST GRADE 1 -2 REF NO:**  
**ECHEALTH/COCCT/ARP/NMAH/01/08/2022**

Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY**

Grade 1: R473 112 – R525 087 per annum, (OSD)  
Grade 2: R540 954 – R600 387 per annum, (OSD)

**CENTRE**

OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS**

Appropriate qualification that allows for registration with HPCSA as an Occupational Therapist. Proof of current renewal of practice license with HPCSA as an Occupational Therapist (Independent practice). A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the multidisciplinary team, problem solving and decision making, and computer skills.

**DUTIES** : Plan and or implement, coordinate and monitor daily Occupational therapy activities in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Ensure optimal clinical management and good governance of Occupational therapy services including all resources in the section. Manage provision of high quality Occupational therapy services through development and implementation of appropriate systems, quality assurance programs and internal controls. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leaves, policy development etc. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme Supervise and provide clinical support to junior staff and training program of students. Market and promote Occupational therapy services and contribute towards research.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 31/182** : **CHIEF SPEECH THERAPIST GRADE 1 -2 REF NO: ECHEALTH/CSPT/NMAH/ARP/01/08/2022**

Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY** : Grade 1: R473 112 – R525 087 per annum, (OSD)

Grade 2: R540 954 – R600 387 per annum, (OSD)

**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration Independent practice. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in Cerebral Palsy management, paediatric dysphagia and Augmentative and Alternative Communication will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.

**DUTIES** : Plan, implement, coordinate and monitor a daily cost effective and sustainable Speech therapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Speech Therapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of audiology clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Speech Therapy services and contribute towards research.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 31/183** : **EMS SUB DISTRICT MANAGER REF NO: ECHEALTH/EMSSDM/ARP/01/08/2022**

**SALARY** : Grade 2: R461 937 – R497 643 per annum, (OSD)



<b><u>CENTRE REQUIREMENTS</u></b>	: Grade 3: R512 691 – R552 306 per annum, (OSD) Grade 4: R568 998 – R603 906 per annum, (OSD) OR Tambo EMS, King Sabatha Dalinyebo Station : <b>Grade 2:</b> Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as AEA or ECT. 3 Years after registration with the HPCSA as ECT. <b>Grade 3:</b> Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. 3 Years after registration with the HPCSA as Paramedic. <b>Grade 4:</b> Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. 3 Years after registration with the HPCSA as ECP. Must have an unendorsed South African Driver's license with a current Professional Drivers 'Permit (PDP). Good communication skills and interpersonal skills, knowledge of all prescripts and policies relevant to the operations of EMS. Must be computer literate, especially in the use of Microsoft Office.
<b><u>DUTIES</u></b>	: Facilitate implementation of operational standard operating procedures and policies. Control the issue and use of emergency medical equipment. Management of vehicle use for operational purposes. Ensure Compliance with quality assurance standards relevant to documentation such as duty roster, vehicle check list and log sheets. Quality checks and verifies DHIS data before the exports to district level. Complete monthly report on all operational activities and recommendations if any and provide such to the District Manager.
<b><u>ENQUIRIES</u></b>	: Ms Z Mtimba Tel No: 047 502 9000
<b><u>POST 31/184</u></b>	: <b><u>EMS STATION MANAGER REF NO:</u></b> <b><u>ECHEALTH/EMSSM/PEST/APL/01/08/2022</u></b>
<b><u>SALARY</u></b>	: Grade 3: R322 812 – R365 661 per annum, (OSD) Grade 4: R392 154 – R488 395 per annum, (OSD) Grade 5: R461 937 – R497 643 per annum, (OSD) Grade 6: R512 691 – R577 539 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	: Nelson Mandela Metro EMS, Port Elizabeth Station : <b>Grade 3:</b> Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. 3 Years after registration with the HPCSA as AEA. <b>Grade 4:</b> Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as AEA or ECT. 3 years after registration with the HPCSA as ECT. <b>Grade 5:</b> Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. 3 Years after registration with the HPCSA as Paramedic. <b>Grade 6:</b> Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. 3 Years after registration with the HPCSA as ECP. A valid Code 10 Driver's License with Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and Written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.
<b><u>DUTIES</u></b>	: Manage emergency medical services. Facilitate and monitor implementation of emergency practices. Coordinate emergency practices in institutions and community. Apply advanced emergency care practices. Issues instructions to improve the running of station. Attend to emergency cases and problems on the scene. Attend to accident and resuscitate injured victims. Ensure patient safety with regard to persons and personal belongings within ethical principles. Ensure appropriate level of care when transport patients to the health facility. Ensure maintenance of therapeutic environment in vehicles and equipment. Determine standards according to which equipment must be maintained. Manage fleet and equipment. Ensure cleanliness of patient carrying compartment of the vehicle and equipment. Manage physical, human and financial resources. Effective management of Medical Services and station.
<b><u>ENQUIRIES</u></b>	: Ms P Makuluma Tel No: 041 391 8164

**POST 31/185** : **EMS STATION MANAGER REF NO:**  
ECHEALTH/EMSSM/PEST/APL/01/08/2022

**SALARY** : Grade 3: R322 812 – R365 661 per annum, (OSD)  
 Grade 4: R392 154 – R488 395 per annum, (OSD)  
 Grade 5: R461 937 – R497 643 per annum, (OSD)  
 Grade 6: R512 691 – R577 539 per annum, (OSD)

**CENTRE REQUIREMENTS** : Amathole Metro EMS, Raymond Mhlaba Station  
**Grade 3:** Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. 3 Years after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as AEA or ECT. 3 years after registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. 3 Years after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. 3 Years after registration with the HPCSA as ECP. A valid Code 10 Driver's License with Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and Written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

**DUTIES** : Manage emergency medical services. Facilitate and monitor implementation of emergency practices. Coordinate emergency practices in institutions and community. Apply advanced emergency care practices. Issues instructions to improve the running of station. Attend to emergency cases and problems on the scene. Attend to accident and resuscitate injured victims. Ensure patient safety with regard to persons and personal belongings within ethical principles. Ensure appropriate level of care when transport patients to the health facility. Ensure maintenance of therapeutic environment in vehicles and equipment. Determine standards according to which equipment must be maintained. Manage fleet and equipment. Ensure cleanliness of patient carrying compartment of the vehicle and equipment. Manage physical, human and financial resources. Effective management of Medical Services and station.

**ENQUIRIES** : Mr Dyomfana Tel No: 046 645 1892

**POST 31/186** : **EMS STATION MANAGER REF NO:**  
ECHEALTH/EMSSM/MALUS/ARP/01/08/2022

**SALARY** : Grade 3: R322 812 – R365 661 per annum, (OSD)  
 Grade 4: R392 154 – R488 395 per annum, (OSD)  
 Grade 5: R461 937 – R497 643 per annum, (OSD)  
 Grade 6: R512 691 – R577 539 per annum, (OSD)

**CENTRE REQUIREMENTS** : Alfred Nzo EMS, Maluti Station  
**Grade 3:** Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. 3 Years after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as AEA or ECT. 3 years after registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. 3 Years after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. 3 Years after registration with the HPCSA as ECP. Valid Code 10 Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and Written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

**DUTIES** : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

**ENQUIRIES** : Mr K Praim Tel No: 039 797 6070.

**POST 31/187** : **PHARMACIST ASSISTANT (POST BASIC) (X9 POSTS)**

**SALARY** : Grade 1: R211 509 – R238 260 per annum, (OSD)

Grade 2: R245 466 – R260 535 per annum, (OSD)

Grade 3: R265 998 – R304 152 per annum, (OSD)

**CENTRE** : King Sabatha Dalindyebo Sub-District, Zwelichumile Clinic Ref No: ECHEALTH/PAPB/ZC/ARP/01/08/2022 (X1 Post)  
 Ngwenya Clinic Ref No: ECHEALTH/PAPB/NC/ARP/01/08/2022 (X1 Post)  
 Sithebe Clinic Ref No: ECHEALTH/PAPB/SC/ARP/01/08/2022 (X1 Post)  
 Xhwili Clinic Ref No: ECHEALTH/PAPB/XC/ARP/01/08/2022 (X1 Post)  
 Stanford Terrance Clinic Ref No: ECHEALTH/PAPB/STC/ARP/01/08/2022 (X1 Post)  
 Mqhekezweni Clinic Ref No: ECHEALTH/PAPB/MQC/ARP/01/08/2022 (X1 Post)  
 Wilo Clinic Ref No: ECHEALTH/PAPB/WC/APL/01/08/2022 (X1 Post)  
 Ntlangaza Clinic Ref No: ECHEALTH/PAPB/NTC/ARP/01/08/2022 (X1 Post)  
 Nzulwini Clinic Ref No: ECHEALTH/PAPB/NZC/ARP/01/08/2022 (X1 Post)

**REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES** : Ms O Gcagca Tel No: 047 531 0823

**POST 31/188** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: ECHEALTH/PAPB/XCA/ARP/01/08/2022**

**SALARY** : Grade 1: R211 509 – R238 260 per annum, (OSD)

Grade 2: R245 466 – R260 535 per annum, (OSD)

Grade 3: R265 998 – R304 152 per annum, (OSD)

**CENTRE** : Qaukeni Sub-District, Xopoza Clinic

**REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A

		minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<b><u>ENQUIRIES</u></b>	:	Ms N Hlobo Tel No: 039 253 1541
<b><u>POST 31/189</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R211 509 – R238 260 per annum, (OSD) Grade 2: R245 466 – R260 535 per annum, (OSD) Grade 3: R265 998 – R304 152 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mhlontlo Sub-District, Gura Clinic Ref No: ECHEALTH/PAPB/GC/ARP/01/08/2022 (X1 Post) St Lucy's Gateway Clinic Ref No: ECHEALTH/PAPB/STL/ARP/01/08/2022 (X1 Post) Sidwadweni Clinic Ref No: ECHEALTH/PAPB/SDC/ARP/01/08/2022 (X1 Post) Ngwemnyama Clinic Ref No: ECHEALTH/PAPB/NGC/ARP/01/08/2022 (X1 Post) Zithulele Gateway Clinic Ref No: ECHEALTH/PAPB/ZCG/ARP/01/08/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 1:</b> No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<b><u>ENQUIRIES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585
<b><u>POST 31/190</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) REF NO:</u></b> <b><u>ECHEALTH/PAPB/NQCHC/ARP/01/08/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R211 509 – R238 260 per annum, (OSD) Grade 2: R245 466 – R260 535 per annum, (OSD) Grade 3: R265 998 – R304 152 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mnquma Sub-District, Nqamakhwe Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 1:</b> No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: 047 491 0740

<b><u>POST 31/191</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R211 509 – R238 260 per annum, (OSD) Grade 2: R245 466 – R260 535 per annum, (OSD) Grade 3: R265 998 – R304 152 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mbhashe Sub District, Idutywa CHC Ref No: ECHEALTH/PAPB/IDUTCHC/ARP/01/08/2022 (X2 Posts) Willowvale CHC Ref No: ECHEALTH/PAPB/WCHC/ARP/01/08/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 1:</b> No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhwetha Tel No: 047 489 2417/16
<b><u>POST 31/192</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R211 509 – R238 260 per annum, (OSD) Grade 2: R245 466 – R260 535 per annum, (OSD) Grade 3: R265 998 – R304 152 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Amahlathi Sub-District, Stutterheim Town Clinic Ref No: ECHEALTH/PAPB/STC/ARP/01/08/2022 (X1 Post) Peddie Extension Clinic Ref No: ECHEALTH/PAPB/PEC/ARP/01/08/2022 (X1 Post) Wesley Clinic Ref No: ECHEALTH/PAPB/WC/ARP/01/08/2022 (X1 Post) SS Gida Gateway Clinic Ref No: ECHEALTH/PAPB/SSG/ARP/01/08/2022 (X1 Post) Komga Clinic Ref No: ECHEALTH/PAPB/KGC/ARP/01/08/2022 (X1 Post) Jama Clinic Ref No: ECHEALTH/PAPB/JMC/ARP/01/08/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 1:</b> No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<b><u>ENQUIRIES</u></b>	:	Ms B Mngxe Tel No: 043 643 4775/6.
<b><u>POST 31/193</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R211 509 – R238 260 per annum, (OSD) Grade 2: R245 466 – R260 535 per annum, (OSD) Grade 3: R265 998 – R304 152 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Raymond Mhlaba Sub-District, Middledrift CHC Ref No: ECHEALTH/PAPB/MDCHC/ARP/01/08/2022 (X1 Post) Victoria Gateway Clinic Ref No: ECHEALTH/PAPB/VICC/ARP/01/08/2022 (X1 Post)

Adeliade Gateway Clinic Ref No: ECHEALTH/PAPB/AGC/ARP/01/08/2022 (X1 Post)

Fort Beaufort Gateway Clinic Ref No: ECHEALTH/PAPB/FBGC/ARP/01/08/2022 (X1 Post)

**REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES** : Mr Dyomfana Tel No: 046 645 1892

**POST 31/194** : **PHARMACIST ASSISTANT (POST BASIC) (X14 POSTS)**

**SALARY** : Grade 1: R211 509 – R238 260 per annum, (OSD)

Grade 2: R245 466 – R260 535 per annum, (OSD)

Grade 3: R265 998 – R304 152 per annum, (OSD)

**CENTRE** : Senqu Sub-District, Herschel Clinic Ref No: ECHEALTH/PAPB/HC/ARP/01/08/2022 (X1 Post)

Umlali Gateway Clinic Ref No: ECHEALTH/ARP/PAPB/UMC/01/08/2022 (X1 Post)

Phelandaba Clinic Ref No: ECHEALTH/PAPB/FBGC/ARP/01/08/2022 (X1 Post)

Hlomendini Clinic Ref No: ECHEALTH/PAPB/HLC/ARP/1/08/2022 (X1 Post)

Ndofela Clinic Ref No: ECHEALTH/PAPB/NDC/ARP/01/08/2022 (X1 Post)

Winterbengen Clinic Ref No: ECHEALTH/PAPB/WTC/ARP/01/08/2022 (X1 Post)

Sterkspruit Town Clinic Ref No: ECHEALTH/PAPB/STC/ARP/01/08/2022 (X1 Post)

Musong Clinic Ref No: ECHEALTH/PAPB/MUC/ARP/01/08/2022 (X1 Post)

Sunduza Clinic Ref No: ECHEALTH/PAPB/SUC/ARP/01/08/2022 (X1 Post)

Palmietfontein Clinic Ref No: ECHEALTH/PAPB/PC/ARP/01/08/2022 (X1 Post)

Zanethemba Clinic Ref No: ECHEALTH/PAPB/ZC/ARP/01/08/2022 (X1 Post)

St Michael Clinic Ref No: ECHEALTH/PAPB/STMC/ARP/01/08/2022 (X1 Post)

Macacuma Clinic Ref No: ECHEALTH/PAPB/MCC/ARP/01/08/2022 (X1 Post)

Bonsonvale Clinic Ref No: ECHEALTH/PAPB/BC/ARP/01/08/2022 (X1 Post)

Hillside Clinic Ref No: ECHEALTH/PAPB/HILLC/ARP/01/08/2022 (X1 Post)

**REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES** : Mr L Solomane Tel No: 051 633 9617

**POST 31/195** : **PHARMACIST ASSISTANT (POST BASIC) (X10 POSTS)**

**SALARY** : Grade 1: R211 509 – R238 260 per annum, (OSD)  
Grade 2: R245 466 – R260 535 per annum, (OSD)  
Grade 3: R265 998 – R304 152 per annum, (OSD)

**CENTRE** : Elundini Sub-District Taylor Bequest Gateway Clinic Ref No: ECHEALTH/PAPB/TYC/ARP/01/08/2022 (X1 Post)  
Queen Noti Clinic Ref No: ECHEALTH/PAPB/QNC/ARP/01/08/2022 (X1 Post)  
Maclear Town Clinic Ref No: ECHEALTH/PAPB/MCTC/ARP/01/08/2022 (X1 Post)  
Lower Tsisana Clinic Ref No: ECHEALTH/PAPB/LTC/ARP/01/08/2022 (X1 Post)  
Katkop Clinic Ref No: ECHEALTH/PAPB/KATC/ARP/01/08/2022 (X1 Post)  
Mangaloaneng Clinic Ref No: ECHEALTH/PAPB/MANC/APL/01/08/2022 (X1 Post)  
Empilisweni Clinic Ref No: ECHEALTH/PAPB/EMPC/ARP/01/08/2022 (X1 Post)  
Sonwabale Clinic Ref No: ECHEALTH/PAPB/SNC/ARP/01/08/2022 (X1 Post)  
Hlangalane Clinic Ref No: ECHEALTH/PAPB/HLC/ARP/01/08/2022 (X1 Post)

**REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES** : Mr L Solomane Tel No: 051 633 9617

**POST 31/196** : **PHARMACIST ASSISTANT (POST BASIC) (X6 POSTS)**

**SALARY** : Grade 1: R211 509 – R238 260 per annum, (OSD)  
Grade 2: R245 466 – R260 535 per annum, (OSD)  
Grade 3: R265 998 – R304 152 per annum, (OSD)

**CENTRE** : Maletswai Sub-District Venterstad Clinic Ref No: ECHEALTH/PAPB/VTC/ARP/01/08/2022 (X1 Post)  
Aliwal North Block H Clinic Ref No: ECHEALTH/PAPB/ANC/ARP/01/08/2022 (X1 Post)  
Burgersdorp Clinic Ref No: ECHEALTH/PAPB/BGC/ARP/01/08/2022 (X1 Post)  
Maletswai Clinic Ref No: ECHEALTH/PAPB/MLC/ARP/01/08/2022  
Eureka Clinic Ref No: ECHEALTH/PAPB/EC/ARP/01/08/2022 (X1 Post)  
Hilton Clinic Ref No: ECHEALTH/PAPB/HLC/ARP/01/08/2022 (X1 Post)

**REQUIREMENTS** : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES** : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

**ENQUIRIES** : Mr L Solomane Tel NO: 051 633 9617

**POST 31/197** : **ARTISAN PRODUCTION GRADE A REF NO:**  
**ECHEALTH/AP/MRH/APL/01/08/2022**

**SALARY** : Grade A: R193 512 - R214 770 per annum, (OSD)  
**CENTRE** : OR Tambo District, Mthatha Regional Hospital  
**REQUIREMENTS** : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

**DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

**ENQUIRIES** : Ms Mkhosi Tel No: 047 502 4143/4008

**POST 31/198** : **ARTISAN PRODUCTION GRADE A REF NO:**  
**ECHEALTH/AP/MJAH/APL/01/08/2022**

**SALARY** : Grade A: R193 512 - R214 770 per annum, (OSD)  
**CENTRE** : Chris Hani District, Mjanyana Hospital  
**REQUIREMENTS** : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

**DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

**ENQUIRIES** : Ms SS Naku Tel No: 047 874 8000

**POST 31/199** : **ARTISAN PRODUCTION GRADE A REF NO:**  
**ECHEALTH/AP/KUYCHC/APL/01/08/2022**

**SALARY** : Grade A: R193 512 - R214 770 per annum, (OSD)  
**CENTRE** : Intsika Yethu Sub District, Kuyasa Community Health Centre (Cofimvaba)



**REQUIREMENTS** : An applicant must be in possession of trade test certificate in mechanical/carpentry/plumbing/ electrical studies with 3-5 years' experience. Valid drivers' license is required.

**DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

**ENQUIRIES** : Ms A Mabentsela Tel No: 047 874 0079

**POST 31/200** : **PHARMACIST ASSISTANT (BASIC) GRADE 1 REF NO: ECHEALTH/PA/MD/APL/01/08/2022**

**SALARY** : Grade 1: R124 845 – R132 510 per annum, (OSD)  
Grade 2: R169 188 - R193 437 per annum, (OSD)  
Grade 3: R199 284 - R231 273 per annum, (OSD)

**CENTRE REQUIREMENTS** : OR Tambo District, Mthatha Pharmaceutical Depot  
As required by the training facility and the SAPC plus Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification.

**DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital.

**ENQUIRIES** : Mr M Diko Tel No: 047 532 5536

**POST 31/201** : **PHARMACIST ASSISTANT (BASIC) GRADE 1 REF NO: ECHEALTH/PA/PED/APL/01/08/2022 (X3 POSTS)**

**SALARY** : Grade 1: R124 845 – R132 510 per annum, (OSD)  
Grade 2: R169 188 - R193 437 per annum, (OSD)  
Grade 3: R199 284 - R231 273 per annum, (OSD)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro District, PE Pharmaceutical Depot  
As required by the training facility and the SAPC plus Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification.

**DUTIES** : Receive and record all stock from suppliers. Filing of stock cards. Cycling stock counts in the medicine room and dispensary. Validation and dispensing prescriptions. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Pre-packing of bulk items

into patient's ready pack Work under indirect supervision of Pharmacist. Storage and distribution of pharmaceuticals. Cold chain management in the hospital.

**ENQUIRIES** : Ms U Xwayi Tel No: 041 406 9831

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : Applicants can apply using eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za). Enquiries Including E-Recruitment Technical Enquiries Can Be Directed To: Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993. The e-Recruitment System Closes at 23: 59 on the Closing Date.

**CLOSING DATE** : 02 September 2022

**NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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. Applications submitted through erecruitment system, a signed Z83 will only be requested when shortlisted Applicants: 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.

#### **MANAGEMENT ECHELON**

**POST 31/202** : **DEPUTY DIRECTOR-GENERAL: GOVERNANCE, STATE CAPACITY AND INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: OTP 01/08/2022**

**SALARY** : R1 544 415 per annum (Level 15)

**CENTRE** : Head Office: Bhishe

**REQUIREMENTS** : NQF Level 8 as recognised/ Post graduate Qualification in studies relating to Corporate Management or/ and Public Administration with 8-10 years' Senior Managerial Level ,5 years must be as a member of the SMS (Chief Director) in public Service. Knowledge required: Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of public finance management. Knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management. Knowledge of the latest advances in public management theory and practice. Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Key Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change

Management, Knowledge Management, Service Delivery Innovation. Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing, Presentation, Problem solving, Computer and Decision-making skills. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

**DUTIES**

: Direct lead the implementation of provincial human resource management and development: Coordinate the implementation of organisational development services and operations management framework. Oversee the implementation of human resource advisory services. Oversee the coordination and the implementation of HR strategy, planning and diversity management. Guide, coordinate and provide support on the development and implementation of the Departmental Human Resource Development and PMDS. Oversee the provision of advice on Employee relations related matters in the province. Ensure the coordination and implementation of Provincial ICT: Ensure the guidance and support to provincial departments on the implementation of ICT Infrastructure policies, strategies, frameworks and provide support to Departments. Ensure the development and implementation of ICT systems /applications development policies, strategies, frameworks and provide advice to Departments. Oversee the development of ICT governance strategies, frameworks, policies and provide advice to Departments. Oversee the provincial legal advisory services: Ensure the provision of legal support to EXCO and Premier. Ensure compliance to the constitutional and legislation requirements. Ensure the provision of advice and support on the drafting and monitoring of contracts or service level agreement. Ensure the provision of litigation support services. Direct the implementation of provincial integrity management services: Oversee the coordination, development and implementation of the Provincial ant-corruption, ethics policy, strategy and monitor compliance in Provincial Departments. Ensure the coordination, development and implementation of the Provincial security management services, ethics policy, strategy and monitor compliance in Provincial Departments. Ensure the monitoring and implementation of Provincial forensic, risk and investigation. Promote good corporate governance: employee performance. Implementation and monitoring of the policy focused priorities as pronounced in the Departmental Policy Speech. Promote intergovernmental relations, integrated governance and sound stakeholder relationships. Management of Provincial transversal programs. Facilitation of minimum information security standards (MISS) and overall accountability of the Department. Key Government Focus Areas. Develop and implement an effective and efficient supply chain management system. Support international and regional integration programmes and commitments. Promote diversity and Transformation management Priorities. Promoted integrated Governance. Auditor General: Focus on the measurement of the extent of the departmental financial and legislative compliance. Ensure no material findings on non-compliance with legislation. Ensure financial statement is free from material misstatements. Organisational Performance: Ensure the development, implementation and review of the Departmental Strategic Imperatives. Focus on assessing the organisational performance based on the predetermined targets in the Annual Performance Plan (APP). Ensure the audited Annual Report (AR) will be used to establish the extent in which the objective in the APP has been achieved. Ensure management and monitoring of programme risk register.

**ENQUIRIES**

: Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993. For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 31/203**

: **CHIEF DIRECTOR: INTEGRATED YOUTH DEVELOPMENT REF NO: OTP 02/08/2022**

**SALARY CENTRE REQUIREMENTS**

: R1 269 951 per annum (Level 14)  
 : Head Office: Bhisho  
 : Matric, NQF Level 7 degree/advanced diploma as recognised by SAQA in Humanities/ Social Sciences or related field. Minimum of five (5) years' experience as a Director in a similar environment. Knowledge required: In-depth knowledge of legislative framework that governs the public service, Legislative framework that governs disability management in the Public

Service, Understanding of strategic framework that governs disability management in the Public Service, Understanding of Economic and Social Policy Framework and Special Programmes, Understanding of Economic and Social Policy Framework Programmes. Key Competencies: Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written). A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

## **DUTIES**

: Manage the planning, monitoring and reporting on the Provincial Youth Development Strategy: Oversee the development of the Provincial Youth Implementation Framework/ Plan in conjunction with provincial government and public entities. Manage the integration of youth development into the mainstream of government programmes by participating in the strategic planning of departments and municipalities to ensure the inclusion of youth development programmes in their APPs and IDPs, as articulated in the Provincial Youth Development Strategy. Guide and monitor the mainstreaming of youth development in policies, programmes and plans of government. Facilitate and oversee the Local Government Youth Development Forum and Provincial Youth Interdepartmental Forum to solicit progress reports on implementation of the Provincial Youth Development Strategy and National Youth Policy. Ensure inclusion of marginalized youth, e.g., young people with disability, young women and rural youth by facilitating the creation of an enabling environment for previously marginalized communities to tap into government resources. Facilitate research on various aspects of youth development in partnership with educational institutions, Statistics SA and maintain a provincial repository of research projects. Oversee the implementation of youth empowerment programmes for entrepreneurship and economic development: Explore and provide opportunities for rural youth to participate in the agricultural sector through agro-processing, through the establishment of flagship projects and programmes to benefit unemployed and out of school youth. Manage the provision of mentorship and support amongst young people, to create business awareness and encourage the development of small businesses and cooperatives. Ensure the provision of support to access finance, skills development and networking opportunities. Manage the facilitation of the creation of job opportunities through various initiatives and programmes. Enforce youth-focused planning and budgeting with departments, municipalities and entities and ensure compliance with the Preferential Procurement Policy. Manage the facilitation, coordination and monitoring of the implementation of youth programmes in all the Government Clusters to ensure the achievement of the objectives of the Provincial Youth Development Strategy, the National Youth Policy and other relevant policy frameworks. Oversee the development of a provincial skills and talent pipeline that is responsive to the socio-economic needs of the province: Strengthen partnerships with business associations, SETAs and other sectors to create opportunities and source funding as well as with institutions of higher learning. Facilitate the creation of viable pathways for out of school youth and school leavers into post school learning opportunities. Strengthen partnerships for skills development projects with Education Institutions, Private Sector and relevant sectors. Facilitate talent and skills pipeline that is responsive to the socio-economic needs of the province by providing young people with support and career awareness opportunities at school, tertiary and workplace levels. Facilitate the provision of financial support through bursaries and employment preparedness through internship and learnership programmes. Facilitate, coordinate and monitor the placement of youth in workplaces to enable them to gain experiential learning. Develop and manage a credible database of bursary beneficiaries, track and monitor their progress. Promote good corporate governance.

## **ENQUIRIES**

: Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 31/204** : **DIRECTOR: RAPID RESPONSE AND PRIORITY PROGRAMMES REF NO: OTP 03/08/2022**

**SALARY** : R1 073 187 per annum (Level 13)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : National Senior Certificate, Bachelor's degree (NQF Level 7 NQF Level 7 recognised by SAQA, in the following area/s: Water and Sanitation/ Civil Engineering/ Environmental Science/ Infrastructure/ Project Management or relevant qualifications. Minimum 5 years' experience at Deputy Director Level. Minimum 2 years post professional registration with ECSA (Engineering Council of South Africa) OR SACNASP (South African Council of Natural Sciences Professionals) in infrastructure, Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge of systems used to manage Water resources. Knowledge of systems used to manage Water and Energy Resources, Knowledge of infrastructure projects management. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Key Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing, Presentation, Problem solving, Computer and Decision-making skills. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

**DUTIES** Provide support in the implementation of strategic and rapid response projects. Provide technical support to the Government strategic and rapid response Programmes on Service Delivery, Basic Services and Provincial Disasters. Develop and facilitate implementation of project plans for each of the identified projects. Facilitate identification of required resources. Monitor trends on service delivery and identify & coordinate relevant response (particularly on water & sanitation, electricity, refuse removal, housing, etc.) Facilitate and coordinate the implementation of priority and intervention programmes. Coordinate and facilitate development of Inter-sectoral and Inter-governmental Programme of Action, implementation and government support for the: Moral Regeneration, Military Veterans, Ex-mine workers, Small Town Revitalization. Co-ordinate development and implementation of monitoring mechanisms of the projects. Develop and manage multi-disciplinary aspects of major infrastructure projects. Co-ordinate implementation of adhoc projects. Development and administer intervention framework for all intervention programmes.

**ENQUIRIES** : Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993.

**POST 31/205** : **DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 04/08/2022**  
(Economic Development Cluster)

**SALARY** : R1 073 187 per annum (Level 13)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : Matric with an NQF Level 7 recognised by SAQA or Degree in Public Administration/ Public management/ Development Studies/Economics/ Development Economics. Minimum 5 years' experience at Deputy Director Level in the strategy and development planning environment in the public service. Knowledge Required: Good knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). Key Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing, Presentation, Problem solving, Computer and Decision-making skills. A valid driver's licence,

**DUTIES**

Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

: Manage the development of integrated provincial medium term strategic plans and guide the implementation thereof: Manage the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning. Support the implementation of the POA through the Cluster system. Facilitate and coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan. Provide content support in the development of annual performance plans: Guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Support the provincial departments in the development of their APP's to ensure alignment with the POA. Manage the quality assurance and analysis of provincial plans and APP'S, in collaboration with Provincial Treasury, to ensure alignment with government priorities and sectoral plans. Facilitate the improvement of APP's with Provincial Departments and other decision making platforms. Manage the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Develop the policy content for the MEC's Service Delivery Agreement (SDA). Manage the collaboration amongst different spheres of government and non-government actors in the development of District Development Model One Plans and Integrated Development Plans to promote integration and alignment to P-MTSF/ : Facilitate and support the development of DDM One Plans and IDPs to ensure alignment with the P-MTSF/ POA. Manage the quality assurance and analysis of DDM One Plans and IDPs, in collaboration with COGTA to ensure alignment with government priorities. Support the improvement of IDP's with District Municipalities and Metros in decision making platforms. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

: Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**OTHER POSTS**

**POST 31/206**

: **SPECIALIST /PRINCIPAL STATE LAW ADVISOR: LITIGATION REF NO: OTP 05/08/2022**

**SALARY CENTRE REQUIREMENTS**

: R1 304 436 per annum LP10, (OSD)  
: KWT/Bhisho)  
: National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years' appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

**DUTIES**

: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Manage the Litigation (medico-legal) directorate and the staff. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Chief State Law Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a

register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit's information as required by internal and external stakeholders. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit's Annual Operational Plans.

**ENQUIRIES** : Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993

**POST 31/207** : **SENIOR STATE LAW ADVISOR: LITIGATION REF NO: OTP 06/08/2022**

**SALARY** : R997 764 per annum LP9, (OSD)

**CENTRE** : KWT

**REQUIREMENTS** : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Medico-legal experience will be an added advantage.

**DUTIES** : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility.

**ENQUIRIES** : Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 31/208** : **DEPUTY DIRECTOR: INTEGRATED STRATEGY & PLANNING (ECONOMIC DEV. CLUSTER) REF NO: OTP 06/08/2022**

**SALARY** : R744 255 per annum (Level 11), all-inclusive package

**CENTRE** : KWT

**REQUIREMENTS** : Senior Certificate, An NQF Level 7 B. Degree as recognised by SAQA in Public Administration/ Public Management/ Development Studies /Economics/ Development Economics with a minimum of 3 years working experience at an Assistant Director in strategy and development planning in the public service. Knowledge: Legislative framework and relevant government procedures, Policy analysis, policy development and policy implementation and review processes, Strategy development, strategy management as well as strategy monitoring and review processes, Monitoring and Evaluation processes, National Development Plan, Eastern Cape Provincial Development Plan, Government Cluster System, priorities and outcomes approach, Government planning cycle & Systems of governance and administration. Managerial competencies: Strategic Capability and Leadership, Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management.

**DUTIES** : Development of the integrated provincial medium term strategic plans and guide the implementation thereof: Develop and review the five (5) year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the five (5) year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of District Development Model One Plans to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993 For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 31/209** : **PROJECT MANAGER: STRATEGIC HRDM REF NO: OTP 07/08/2022**  
(Fixed Term Contract of 12 Months)  
Purpose: to manage the contracts with OTP respective donor partners, especially the National Skills Fund, PSETA and merSETA amongst others.

**SALARY** : R744 255 per annum (Level 11)  
**CENTRE** : Head Office: Bhisho  
**REQUIREMENTS** : Matric with an NQF Level 7 Degree/Advanced Diploma as recognised by SAQA in Human Resource Development, Public Management, Development Studies or Project Management. Minimum of three - five (5) years in the Project Management Field and the Skills Development terrain of which three years must be at an Assistant Director level. Knowledge Required: HRD Technical Knowledge and Skills re Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. A valid drivers license. Computer literate and have knowledge of working on skills development systems.

**DUTIES** : Support the Strategic Skill Team with expertise in Skills Project implementation, especially the Manufacturing sector. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of



the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.

- ENQUIRIES** : Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 31/210** : **PROJECT MANAGER: FINANCIAL MANAGEMENT REF NO: OTP 08/08/2022**  
(Fixed Term Contract of 12 Months)  
Purpose: to manage the financial contracts with OTP's respective donor partners, especially the National Skills Fund, PSETA and merSETA amongst others.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11)  
: Head Office: Bhisho  
: Matric with an NQF Level 7 Degree/Advanced Diploma as recognised by SAQA in Finance related qualification. Minimum of three - five (5) years in Financial Management Field of which three years must be at an Assistant Director level. Knowledge Required: Specialist Technical Financial Management knowledge, Technical Knowledge and Skills re Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations.
- DUTIES** : Put systems in place to ensure funds are claimed from donor partners on time. Develop monthly reconciliation reports. Ensure businesses and training providers are paid on time. Ensure all learners/interns are paid monthly. Develop monthly reports of payments made to learners/interns or participants in skills development programmes and ensure payslips are distributed. Put a system in place to manage attendance registers monthly. Put an early warning system in place to ensure payments are made and no overpayments made. Prepare monthly and quarterly reports as agreed with donor partners. Managed the contracts of appointed service providers.
- ENQUIRIES** : Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 31/211** : **PROJECT ADMINISTRATOR REF NO: OTP 09/08/2022 (X2 POSTS)**  
(Fixed Term Contract of 12 Months)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office: Bhisho  
: National senior certificate, NQF level seven (07) Degree or Advanced Diploma in Public Management and Administration or similar qualifications. Must have a minimum of three years experience in a related field. Skills: project management, people management, Planning and Execution, Interpersonal Relations, Analytical thinking, good communication skills, computer Literate. Personal attributes: Communication and information management, Managing Interpersonal conflict and resolving problems, Planning and Organizing, Problem solving and decision making, Developing others and continuous improvement.
- DUTIES** : Render general administration support services to project activities; Record, file and manage incoming and outgoing correspondence. Manage and maintain the attendance and leave registers. Check correctness of subsistence and travel claims of the officials and submit to the manager for approval. Provide a supply chain management support services; Arrange travelling and accommodation. Procurement of goods and services. Keep and maintain the assets register of the component. Update expenditure of HRDSS.
- ENQUIRIES** : Ms. Nozuko Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
For e-Recruitment Technical support, Email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

## DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

***It is the intention to promote representivity in the Department through the appointment of these Interns. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.***

- APPLICATIONS** : Submit Applications via One of the Options Below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date or Post: to P/Bag X0040, Bhisho, 5605. Hand Deliver: to Department of Rural Development & Agrarian Reform, Room 1083, First (1<sup>st</sup>) Floor, Tyamzashe Building, Independence Avenue, Bhisho, 5605. Applications should be addressed to The Head of Department: Rural Development & Agrarian Reform, Human Resource Development Unit.
- CLOSING DATE** : 02 September 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae only. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered. Applications received after the closing date will not be considered. No Faxed applications will be accepted. No late applications will be accepted. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za) (NB: For Technical Glitches Only – NO CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. Refer all application related enquiries to the specified contact persons.

### **ENTREPRENEURIAL GRADUATE INTERNSHIP PROGRAMME FOR THE 2023/24 – 2024/25 FINANCIAL YEARS (FROM APRIL 2023-MARCH 2025) (120 INTERNSHIPS)**

***The Programme is meant to provide work exposure to 120 unemployed Agricultural graduates in their fields of studies. Successful applicants will be appointed as Interns for 24 months and will undergo on-the-job development training in technical, professional, business and life skills relevant and crucial for them to start their own enterprises.***

## OTHER POST

- POST 31/212** : **ENTREPRENEURIAL GRADUATE INTERNSHIP PROGRAMME**  
Various farms in districts of Department of Rural Development & Agrarian Reform
- STIPEND CENTRE** : R87 000 per annum, (all inclusive)  
Interns Will Be Placed in Farms in the following:  
Districts:Amathole District Ref No: DRDAR: 01/09/ 2022  
Chris Hani District Ref No: DRDAR: 02/09/2022  
Sarah Baartman District Ref No: DRDAR: 03/09/2022  
Alfred Nzo District Ref No: DRDAR: 04/09/2022  
JOE Gqabi District Ref No: DRDAR: 05/09/2022  
O.R. Tambo District Ref No: DRDAR: 06/09/2022
- REQUIREMENTS** : National Diploma (ND) in Agriculture (NQF level 6) as recognized by SAQA.  
Applicants should be between the ages of 18-35 years.
- DUTIES** : Perform farm-work duties in relation to the commodity requirements to improve productivity at the commercial farm. Attend training relevant to farm commodity in management skills, business management skills and record keeping. Learn business growth skills and acquire resource management skills and knowledge. Attend and arrange meetings with strategic partners and other stakeholders such as market institutions, supplier production inputs / infrastructure and farmers. Perform overtime duties when required. Write monthly and quarterly reports.
- ENQUIRIES** : Ms. B. Nonxuba / Ms. O. April Tel No: (043 605 6395)  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- NOTE** : Candidates must be entering the Internship Programme in Government for the first time. All successful applicants will be mentored and guided by the Commercial Farmer. Be ready to be deployed to any section within the farm to gain more knowledge. Private studying during the 24 months Graduate Internship Programme will not be allowed.

## DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICATIONS** : Applicants are encouraged to use e-recruitment system which is available on <https://Erecruitment.Ecotp.Gov.Za>. Applications received after closing date will not be considered. No faxed applications will be accepted. Application instructions: The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday)Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates.  
**Head Office** Enquiries – Mr. Y. Dlamkile Tel No: 043 492 1386 or Mrs. R. E. Swartbooi Tel No: 043 492 0949 Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William’s Town, 5605.  
**Buffalo City Metro District:** Enquiries Ms. L. Xoseka Tel No: 043 492 2140 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201.  
**Amathole District:** Enquiries Mr. B. Mbangatha Tel No: 043 492 1838 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201.  
**Chris Hani District:** Enquiries Mr. X. Kwanini Tel No: 045 492 0030 / 0054 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag, Komani, 5320 OR Hand deliver to: Bathandwa Ndong Office Park, Komani Hospital Office Complex, Komani, 5320.  
**Joe Gqabi District:** Attention Mr. D. Ndzongwana Tel No: 051 492 4757 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 02 Cole Street, Aliwal North

**Sarah Baartman District:** Attention Mr V Ketelo Tel No: 046 492 0223 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.

**Alfred Nzo District:** Attention Mr Gugwana Tel No: 039 254 0960 / 082 542 4726 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff.

**OR Tambo District:** Attention Mr. S. Stuma Tel No: 047 495 0853 / 073 322 9654 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100 OR Hand deliver to Human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

**Nelson Mandela District:** Attention Mr S.Javu Tel No: 041 492 1231 / 1230 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth 6003 OR Hand deliver to: 2<sup>nd</sup> Floor-66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth 02 September 2022 – 15H30

**CLOSING DATE**  
**NOTE**

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

**POST 31/213**

: **DIRECTOR: LIBRARY AND INFORMATION SERVICES REF NO: DSRAC 01/08/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 073 187 per annum, (an all-inclusive remuneration)  
: Head Office: KWT  
: A National Senior Certificate plus undergraduate NQF level 7 in Linguistic / Socio-linguistic as recognized by SAQA with 5 years' experience at MMS/SMS.

Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with and emphasis in excellent PowerPoint. And independent worker, meeting time frames. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driving license. 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 which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competence assessment (in compliance with the DPSA directive on the implementation of competence-based assessment). The competence assessment will be testing generic managerial competences using the mandated DPSA SMS competence assessment tools.

**DUTIES**

: Ensure provision of efficient and effective library and information services in the province. Monitor and support policy development on library and information services. Overall management of library and information services in the province. Promote establishment and maintenance of database on library and information services. Ensure development of community libraries. Support and monitor the community libraries in the province. Promote development of community library structures. Promote community outreach programmes. Ensure provision of archives and repository facilities. Monitor and support policy development on archives and repository. Provide support on archives and repository. Overall management of archives and repository services in the province. Management of administration support. Develop strategic, operational and procurement plans. Manage and submit monthly, quarterly and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Knowledge And Skills: Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Knowledge of National library act promote access to information act (PAIA), Public service policy and strategy on library and archives matters, The Constitution of South Africa, Publics service act and regulations, Public finance management act (PFMA), Treasury regulations, Code of conduct. Knowledge of the use of the official language act, South African language practitioner's council act. Knowledge of public service legislation / policies / prescripts and procedures. Basic knowledge on financial administration, Public service regulatory framework. Eastern language policy framework. Good telephone etiquette. Computer literacy. Sound organisational skills. Communication skills. Ability to do research and analyse documents and give solutions. Report writing skills. Presentation skills It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/> The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**ENQUIRIES**

: Y. Dlamkile Tel No: 043 492 1386 – Head Office  
e- Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)

**OTHER POSTS**

**POST 31/214**

: **ASSISTANT MANAGER: SPORT DEVELOPMENT: SPORT AND RECREATION (X2 POSTS)**

**SALARY CENTRE**

: R477 090 per annum (Level 10), (an all-inclusive remuneration)  
: Nelson Mandela Metro Ref No: DSRAC 02/08/2022  
: Sarah Baartman Ref No: DSRAC 03/08 /2022

**REQUIREMENTS**

: National Senior Certificate plus National Diploma in the field of Sport and Recreation coupled with 3 years' experience at supervisory level in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events

- management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.
- DUTIES** : Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.
- ENQUIRIES** : V. Ketelo Tel No: 046 492 0223 – Sarah Baartman  
S.Javu Tel No: 041 492 1231\1230 – Nelson Mandela  
E- Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)
- POST 31/215** : **ASSISTANT MANAGER: SCHOOL SPORT: SPORT AND RECREATION REF NO: DSRAC 04/08/2022**
- SALARY** : R477 090 per annum (Level 10), (an all-inclusive remuneration)  
**CENTRE** : Joe Gqabi District  
**REQUIREMENTS** : National Senior Certificate plus National Diploma in the field of Sport and Recreation coupled with 3 years' experience at supervisory level in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.
- DUTIES** : Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.
- ENQUIRIES** : D. Ndzongwana Tel No: 051 492 4757 Joe Gqabi  
e- Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)
- POST 31/216** : **LIBRARIAN REF NO: DSRAC 05/08/2022 (X1 POST)**
- SALARY** : R261 372 per annum (Level 07), (an all-inclusive remuneration)  
**CENTRE** : Sarah Baartman (Graaf -Reinet)  
**REQUIREMENTS** : National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
- DUTIES** : Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library material in all affiliated libraries. Selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly user statistics and reports.
- ENQUIRIES** : V. Ketelo Tel No: 046 492 0223 – Sarah Baartman

e- Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)

- POST 31/217** : **LIBRARIANS (X40 POSTS)**  
(Conditional Grant Positions)
- SALARY** : R261 372 per annum (Level 07), (an all-inclusive remuneration)  
Sarah Baartman Ref No: DSRAC 06/08/2022 (X8 Posts)  
OR Tambo Ref No: DSRAC 07/08/2022 (X8 Posts)  
Amathole District Ref No: DSRAC 08/08/2022 (X1 Posts)  
Joe Gqabi District Ref No: DSRAC 09/08/2022 (X6 Posts)  
Alfred Nzo District Ref No: DSRAC 10/08/2022 (X7 Posts)  
Chris Hani District Ref No: DSRAC 11/08/2022(X9 Posts)  
BCM District Ref No: DSRAC 12/08/2022(X1 Post)
- REQUIREMENTS** : National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
- DUTIES** : Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library material in all affiliated libraries. Selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly user statistics and reports. Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)
- ENQUIRIES** : V. Ketelo Tel No: 043 492 0223 (Sarah Baartman)  
D. NdzongwanA Tel No: 051 492 4757 (Joe Gqabi)  
S. Stuma Tel No: 047 495 0853 (OR Tambo)  
B. Mbangatha Tel No: 043 492 1838 (Amathole)  
L. Xoseka Tel No: 043 492 2140  
X.Kwanini Tel No: 045 492 0030  
S. Stuma Tel No: 047 495 0853  
e- Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)
- POST 31/218** : **SPORT PROMOTION OFFICER: SERVICE CENTER – SPORT AND RECREATION REF NO: DSRAC 13/08/2022**
- SALARY** : R261 372 per annum (Level 07), (an all-inclusive remuneration)
- CENTRE** : Amathole District
- REQUIREMENTS** : National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.
- DUTIES** : To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level. Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports People with disabilities who meet the requirements will be given preference.
- ENQUIRIES.** : B. Mbanghata Tel No: 043 492 1838  
For e-Recruitment Technical Enquiries eMail: [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**POST 31/219** : **SPORT PROMOTION OFFICER – SPORT DEVELOPMENT REF NO: DSRAC 14/08/2022**

**SALARY** : R261 372 per annum (Level 07), (an all-inclusive remuneration)  
**CENTRE** : OR Tambo District  
**REQUIREMENTS** : National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.

**DUTIES** : To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level People with disabilities who meet the requirements will be given preference.

**ENQUIRIES** : S. Stuma Tel No: 047 495 0853  
For e-Recruitment Technical Enquiries Email: [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**POST 31/220** : **LIBRARY ASSISTANTS (X12 POSTS)**

**SALARY** : R176 310 per annum (Level 05), (an all-inclusive remuneration)  
**CENTRE** : Ngcobo Municipality Ref: DSRAC 15/08/2022 (X1 Post)  
Ngqushwa Municipality Ref: DSRAC 16/08/2022 (X2 Posts)  
Great Kei Municipality Ref No: DSRAC 17/08/2022 (X1 Post)  
Mbashe Municipality Ref No: DSRAC 18/08/2022 (X1 Post)  
Elundini Municipality Ref No: DSRAC 19/08/2022 (X1 Post)  
Walter Sisulu University Ref No: DSRAC 20/08/2022 (X1 Post)  
Dr Beyers Naude Municipality Ref No: DSRAC 21/08/2022 (X2 Posts)  
Ndlambe Municipality Ref No: DSRAC 22 /08/2022 (X2 Posts)  
OR Tambo District Ref No: DSRAC 23 /08/2022 (X1 Post)

**REQUIREMENTS** : National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

**DUTIES** : Perform all circulations duties in the library. Join and renew library membership. Assist with shelving and circulation of all library material. Attend reference queries brought by members of the public library and learners. Maintain good public relations with the neighbourhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the information of library structure. Responsible for orientation and children's programmes Assist in the management of library donations, perform all circulation duties and other programmes in the library including ICT and mini-lib services. People with disabilities who meet the requirements will be given preference

**ENQUIRIES** : V. Ketelo Tel No: 043 492 0223 (Sarah Baartman)  
D. Ndzongwana Tel No: 051 492 4757 (Joe Gqabi)  
S. Stuma Tel No: 047 495 0853 (OR Tambo)  
B. Mbangatha Tel No: 043 492 1838 (Amathole)  
L. Xoseka Tel No: 043 492 2140 (BCM)  
X.Kwanini Tel No: 045 492 0030  
S. Stuma Tel No: 047 495 0853  
e- Recruitment Technical Enquiries – Rowena. [Swaartbooi@ecsrac.gov.za](mailto:Swaartbooi@ecsrac.gov.za)