

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE OF GOVERNANCE AND TRADITIONAL AFFAIRS
The Department of Cooperative Governance (COGTA) is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : Applications are submitted Via One Of The Options Below: Hand deliver: at Foyer at the Department of COGTA, Tyamzashe Building, Civic Square, Bhisho, Or Post to: P/Bag X0035, Civic Square, Bhisho, 5605 The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Nande.Mabusela@eccogta.gov.za (NB: FOR Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:0016:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Nande.Mabusela@eccogta.gov.za and not as specified – your application will be regarded as lost and will not be considered. Enquiries: Ms N. Mditshwa at (040) 940 7073/ 7078/ 7071/ 7077/ 7079/ 7080/7075 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- CLOSING DATE** : 11 November 2022
- NOTE** : Instruction Note: 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. Applications submitted through e-recruitment system, a signed Z83 will only be requested when shortlisted. 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, no e-mailed applications will be accepted.

OTHER POSTS

- POST 41/154** : **DEPUTY DIRECTOR: REAL MANAGEMENT REF NO: ECCOGTA 03/10/2022**
- SALARY** : R744 255 – R876 705 per annum (Level 11)
- CENTRE** : Head Office-Bhisho
- REQUIREMENTS** : National Senior certificate plus Three years Degree (NQF level 7) in Accounting/Financial Administration/Economics/ Financial Management/Auditing at NQF Level 7. 3-5 years' experience as Assistant Director or equivalent rank in General Payments and Financial Control environment, or Finance. Computer Literacy Programmes: Computer skills (Knowledge of Ms Word, Excel, PowerPoint Access) Knowledge of BAS System and LOGIS for processing and extracts reports, for clearing PMG Account. Driver's licence yes but not compulsory (Added advantage), Attended BAS, LOGIS, PERSAL courses and training. Competencies Required: Team work. Good Communication skills. Report and Presentation skills.

		Interpersonal Skills. Leadership and Project Management Skills. Strong Analytical skills.
<u>DUTIES</u>	:	Management, control and see to it that financial control services are fully functional in the Department, Bookkeeping and bank reconciliation sections are up and running and are performing efficiently and effectively. Clearance of PMG account and follow up/investigation for clearing other accounts and see to it that necessary journals are processed and authorised. Management of general payments section and ensure that payment of suppliers'/service providers is made within 30 days after receipt of an invoice in compliance with TR 8.2.3 and Sec 38(1)(f) of the PFMA. Management for revenue collected, receipted, and deposited into our PMG account and see to it that it is being paid over to Provincial Revenue Fund on a monthly basis, as prescribed by PFMA Sec. 21(2) & 22(1) read with Treasury Regulation 15.3.1-2. Attend and prompt reply to Audit Queries of all Sections such as payment office and financial control office under your supervision. Supervision of staff reporting to me by developing them through training and give guidance in terms of work-related matters. 6. Management of staff, attendance register, ledger accounts and PERSAL exceptions and inform offices concerned for their clearance before month & year end is performed. 7. Management of PMDS for staff in the unit.
<u>ENQUIRIES</u>	:	Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 41/155</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: ECCOGTA 04/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 – R876 705 per annum
	:	Head Office-Bhisho
	:	National Senior certificate, plus Three-year degree (NQF level 7) in BCom - Risk Management or B Tech in Internal Auditing. 3-5 years' work experience in Risk Management at an Assistant Director Level or equivalent rank, IRMSA and IASA. Computer Literacy: Microsoft Office and Risk Management Software, Valid Driver's licence, Professional Certificates with IASA, and IRMSA, Honours and master's in risk management. Preference will be given to employees with disability. Competencies Required: Knowledge of Risk Management and Internal Control Frameworks, ISO 31000. Ethics and Integrity Management Framework. Knowledge of Public Service Regulation 2016.
<u>DUTIES</u>	:	Coordinate and support on Risk management and internal control. Ensure that public service regulations are met. Ensures that Risk Management implementation plan is timely and adequately executed. Ensures that internal control reviews are conducted, and internal controls are developed and strengthens where there are gaps. Ensures that risk assessments are conducted and that internal controls are developed to mitigate identified risk. Ensure that PFMA, Treasury regulations and Auditor General Requirements are met. Provide Chief Risk Officer and Management with early warnings report in all type of risk in the department and control environment maturity level. Review and improve risk management plans and Internal control framework of the department. Responsible for the efficient management of the sub-directorate including the effective utilisation, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of state property. Coordination of Ethics and Integrity Management processes.
<u>ENQUIRIES</u>	:	Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 41/156</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PROGRAMME (IDP) REF NO: ECCOGTA 05/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 - R450 255 per annum
	:	O.R. Tambo District Support Centre
	:	National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Public Administration or any other related qualification coupled with 3-5 years' working experience at supervisory level in the relevant field. Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies: Knowledge of legislatives: Public Service Act, 1994, Public Service Regulations Act 2001, Project Management principles, PFMA Act, 1999 Municipal Structures Act, Municipal Systems Act. Be able to

- communicate with stakeholders (Municipalities Traditional Leaders, National Departments and Provincial Departments). Tactful and diplomatic interpersonal style. Self-motivated and success driven. Dedicated and hard working. Innovative. Creativity. Honest Analytical skills. Leadership skills.
- DUTIES** : Coordinate Sectorial inputs into municipal IDP'S. Facilitate alignment of municipal IDP's to National and Provincial priorities and plans. Coordinate annual assessment of adopted IDP's. Facilitate the allocated resources. Maintain high standards by ensuring that the team or section produces excellent work in terms of quality/ quantity timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee Performance and ensure timely Performance Assessment of all subordinates. Ensure management, maintenance, and safekeeping of assets.
- ENQUIRIES** : Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 41/157** : **SENIOR ADMIN OFFICER: RESEARCH HOUSE OPERATIONS REF NO: ECCOGTA 06/10/2022**
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08)
: Bhishe Head Office
: National Senior certification, plus recognised three-year Degree/Diploma (NQF level 6/7) in Anthropology, Social Science or History, One to Two years (1-2) years' experience at supervisory level or Four years' experience at SL6 within research environment. Computer literacy (Microsoft Word, PowerPoint, Excel, Internet). Valid Driver's License Competencies Required: Research Skills, Ability to collect, analyse data and compile research proposal and reports. Excellent presentation skills. Excellent written, verbal communication skills, critical thinking and problem solving.
- DUTIES** : Conduct research on promotion and presentation of tradition, culture and customs within traditional communities. Compile research proposal and report on research findings and provide advice to management and Executive Members of the EC House of Traditional Leaders. Assist in compilation and implementation of Annual Performance Plan and Operational Plan of Programme 5. Assist the Programme and the Department on delegated duties.
- ENQUIRIES** : Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 41/158** : **COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: ECCOGTA 07/10/2022**
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum
: Chris Hani District Support
: National Senior Certificate, plus Three-year degree/Diploma (NQF level 6/7) in Development studies or relevant qualification. One to Two (1-2) years' experience at supervisory level in Community Development or \ relevant field. Computer Literacy: MS Word, PowerPoint & Excel. Driver's Licence Code 8 (EB). Competencies Required: Communication skills. Presentation skills, Facilitation skills, Excellent report writing.
- DUTIES** : Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, Municipalities and Government Departments. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional communities' development. Compile written reports. Monitor budget of the Directorate.
- ENQUIRIES** : Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 41/159** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: ECCOGTA 08/10/2022**
- SALARY** : R321 543 – R378 765 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	: Head Office-Bhisho : National Senior certificate plus National Diploma/Degree, NQF Level 6/7 in Human Resource Management /Public Admin/Public Management related field. One to Two years' experience at Supervisory level or 4 years' experience at salary level 6 in Human Resource Provisioning environment. Knowledge of PERSAL Computer Literacy (Ms Word, Ms Excel & PowerPoint, and Ms Outlook) Competencies Required: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL System. Public Service Act, Public Service Regulations, Knowledge of Human Resource Prescript.
<u>DUTIES</u>	: Coordinate & Facilitate Recruitment And Selection Process: Facilitate advertisement of vacant funded positions; Ensure timeous compilation of master lists and appointment of panel members; Advise line management on selection process; Ensure that reference checks for interviewed candidates are conducted prior assumption of duty; Ensure early submission of forms for Personality Suitability Check to Security Office (pre-employment screening forms. Facilitate Confirmation of Probation: Remind supervisor about officials whose probation period are due to be confirmed; Receive forms for confirmation of probations; Prepare memo to the authorities for approval. Write letters for confirmation of probations. Facilitate Implementation of Transfers, Translation, Relocation And Secondments: Process transfers from and to other department; Inform the HOD / MEC of the transfers in the department; Update information on PERSAL accordingly. Responsible For Persal Transactions: Ensure correct capturing of transactions on PERSAL; Supervise capturing of appointment transaction for new employees on PERSAL; Capture transactions on PERSAL. Facilitate Verification Of Qualifications Bysuitable Service Provider. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces.
<u>ENQUIRIES</u>	: Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 41/160</u>	: <u>SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: ECCOGTA 09/10/2022 (X 2POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R176 310 – R207 681 per annum : Head Office-Bhisho : Grade12/National Senior Certificate. An undergraduate qualification (NQF level 6) in Human Resource Management or related qualification will be an added advantage. Knowledge of PERSAL will be an added advantage. Computer literacy. Exposure in HR environment will be an added advantage. Implementation of service terminations. Processing of service benefits. Leave administration. Nomination of beneficiary.
<u>DUTIES</u>	: Implementation of service terminations. Processing of service benefits. Leave administration. Nomination of beneficiary.
<u>ENQUIRIES</u>	: Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 41/161</u>	: <u>SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: ECCOGTA 10/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R176 310 – R207 681 per annum (Level 05) : Head Office-Bhisho : National Senior Certificate, Grade 12/ Diploma (NQF Level 5). Experience in Human Resource Management /Public Administration will be an added advantage. Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.
<u>DUTIES</u>	: Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process. Facilitate the process of a reference checking during recruitment process. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre- employment screening forms), Facilitate the staff movement that is, acting appointments, Transfer and secondments. Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.
<u>ENQUIRIES</u>	: Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 41/162 : **CLEANER: O.R. TAMBO DISTRICT SUPPORT CENTRE REF NO: ECCOGTA 11/10/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : O.R. Tambo District Support
REQUIREMENTS : Abet (Level 4 or NQF Level 1-3) or equivalent qualification. Two (2) years' experience as a cleaner. Competencies Required: Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships.
DUTIES : Clean and create an orderly working environment. Operate cleaning machines. Ensure that offices, kitchen, toilets and corridors are clean. Prepare tea and other refreshments. Empty dust bins. Perform any other cleaning duties as requested by the supervisor.
ENQUIRIES : Mr M. Matebese at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080
E-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

DEPARTMENT OF HEALTH

APPLICATIONS : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
Komani Psychiatric Hospital - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs N Mzola Tel No: 045 858 8400.
Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms Bomela Tel No: 041 406 4421.
Bhisho Hospital - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5.
Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or hand deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel No: 047 568 8291/2/3.
Butterworth Hospital – Post to: HR Office, Private Bag x3051, Butterworth 4960 or hand delivery to: Main Registry, Cnr Scanlen &, Geach St, Butterworth 4960. Enquires: Ms P Mtshemla Tel No: 047 401 9000.
Hewu Hospital - Post to: Human Resource Office, Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr Malawana Tel No: 040 841 0134/5/6.
Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr Magadla Tel no 039 727 2090.
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
Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr Sigola Tel No: 039 255 8200/11/12.
Livingstone Tertiary Hospital - Post to and Hand deliver to: HR Office, Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: 041 405 2348
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
Maletswai Sub- District- Post: Human Resource Office, Parkline Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver: HR Office Maletswai Sub- District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr. L Solomane, Tel No: 051 633 9617
Komani Psychiatric Hospital - Post to: HR Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to: HR Office, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Ms N Mzola Tel No: 045 858 8400.
Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource

Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: 043 709 2487/2532.

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

Aliwal North Hospital – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel No: 051 633 7700.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Mr P Mpanza– Tel No: 039 257 0078

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel No: 045 932 1028.

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/

St Patricks Hospital – Post: Human Resources Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Deliver: St Patricks Hospital Bizana. Enquiries: Ms Gxaweni Tel No: 039 251 0236

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel No: 044 923 1127

Madwaleni Hospital -Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliot dale, 5079. Enquiries: Mr.SL Mfenguza Tel No: 047 573 8900/1/2.

Sakhisizwe Sub-District –Hand Deliver to: Arthur Tsegiwe Buiding, Queenstown Road, Cala or Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel No: 047 877 0931.

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.

CLOSING DATE
NOTE

: 11 November 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. 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 41/163 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/CZH/APL/02/10/2022

SALARY : R856 272 – R963 723 per annum, (all-inclusive package), (OSD)
CENTRE : OR Tambo District, Canzibe 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

: Ms Solwandle Tel No: 047 568 8291/2/3.

POST 41/164

: **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/FRH/APL/02/10/2022**

SALARY CENTRE REQUIREMENTS

: R856 272 – R963 723 per annum, (all-inclusive package), (OSD)
 : Chris Hani District, Frontier Regional Hospital
 : 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

: Ms P Marongo Tel No: 045 808 4272

POST 41/165

: **ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/CZH/APL/02/10/2022**

SALARY CENTRE REQUIREMENTS

: R624 216 – R702 549 per annum, (OSD)
 : OR Tambo, Canzibe 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 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.
<u>DUTIES</u>	:	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 indepth 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.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: 047 568 8291/2/3
<u>POST 41/166</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMN-M/FTH/APL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R624 216 – R702 549 per annum, (OSD)
	:	Buffalo City Metro District, Frere Tertiary 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 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.
<u>DUTIES</u>	:	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 indepth 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.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<u>POST 41/167</u>	:	<u>ASSISTANT MANAGER SPECIALTY (ORTHOPAEDICS) REF NO: ECHEALTH/AMN/HCHAPL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R624 216 – R702 549 per annum, (OSD)
	:	OR Tambo District, Holy Cross 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 Orthopaedics 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms B Mbutye Tel No: 039 252 2026/8
<u>POST 41/168</u>	:	<u>ASSISTANT MANAGER SPECIALTY (OPHTHALMOLOGY) REF NO: ECHEALTH/AMN/FRH/APL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R624 216 – R 702 549 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 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Marongo Tel No: 045 808 4272
<u>POST 41/169</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/SCHC/APL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R624 216 – R702 549 per annum, (OSD) Sakhisizwe Sub District, Cala Community Services Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and

		efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: 047 877 0931
<u>POST 41/170</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/BH/ARP-NHI/02/10/2022</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R587 835 – R652 407 per annum, (OSD) Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Bhisho Hospital Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Mrs T Awlyn Tel No: 040 635 2950/5
<u>POST 41/171</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/BUTTRH/ARP-NHI/02/10/2022</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R587 835 – R652 407 per annum, (OSD) Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Butterworth Hospital Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Ms P Mtshemla Tel No: 047 401 9000

POST 41/172 : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/HEWU/ARP-NHI/02/10/2022**
(1 Year Contract)

SALARY : Grade 1: R587 835 – R652 407 per annum, (OSD)
Grade 2: R672 123 – R745 953 per annum, (OSD)
Grade 3: R761 274 – R844 884 per annum, (OSD)

CENTRE REQUIREMENTS : Chris District, Hewu Hospital
Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.

DUTIES : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES : Mr Malawana Tel No: 040 841 0134/5/6

POST 41/173 : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/HCH/ARP-NHI/02/10/2022**
(1 year contract)

SALARY : Grade 1: R587 835 – R652 407 per annum, (OSD)
Grade 2: R672 123 – R745 953 per annum, (OSD)
Grade 3: R761 274 – R844 884 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Holy Cross Hospital
Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.

DUTIES : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

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

POST 41/174 : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/NKH/ARP-NHI/02/10/2022**
(1 Year Contract)

SALARY : Grade 1: R587 835 – R652 407 per annum, (OSD)

		Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nessie Knight Hospital Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Ms O.N Sotsako Tel No: 047 553 6007/8/
<u>POST 41/175</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/MDH/ARP-NHI/02/10/2022</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R587 835 – R652 407 per annum, (OSD) Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Madwaleni Hospital Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Mr Mfenguza Tel No: 047 573 8900/1/2
<u>POST 41/176</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/MZK/ARP-NHI/02/10/2022</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R587 835 – R652 407 per annum, (OSD) Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health

		Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Mr Sigola Tel No: 039 255 8200/11/12
<u>POST 41/177</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/STPT/ARP-NHI/02/10/2022</u> (1 Year Contract)
<u>SALARY</u>	:	Grade 1: R587 835 – R652 407 per annum, (OSD) Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, St Patricks Hospital
	:	Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8-years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Ms Gxaweni Tel No: 039 251 0236
<u>POST 41/178</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/CZH/02/10/2022</u>
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Canzibe Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. 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 Solwandle Tel No: 047 568 8291/2/3

POST 41/179 : **OPERATIONAL MANAGER SPECIALITY (CASUALTY & OPD) REF NO: ECHEALTH/OPMSCOPD/CZH/APL/02/10/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : OR Tambo District, Canzibe 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 Solwandle Tel No: 047 568 8291/2/3

POST 41/180 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X2 POSTS)**

SALARY : R571 242 - R642 933 per annum, (OSD)
CENTRE : Maletswai Sub-District, Mzamomhle Clinic Ref No: ECHEALTH/OMPHC/MCC/APL/02/10/2022 (X1 Post)
Hilton Clinic Ref No: ECHEALTH/OMPHC/HC/APL/02/10/2022 (X1 Post)

REQUIREMENTS : 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.

DUTIES : 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.

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

POST 41/181 : **OPERATIONAL MANAGER SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/OPMS-P/CZH/APL/02/10/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum, (OSD)
 : OR Tambo District, Canzibe Hospital
 : Basic R425 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 in Peadiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms Solwandle Tel No: 047 568 8291/2/3.

POST 41/182 : **OPERATIONAL MANAGER SPECIALTY (PSYCHIARTY) REF NO: ECHEALTH/OPMS/KPH/APL/02/10/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum, (OSD)
 : Chris Hani District, Komani Psychiatric Hospital
 : Basic R425 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 in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms N Mzola Tel No: 045 858 8400

POST 41/183 : **OPERATIONAL MANAGER SPECIALTY (PSYCHIARTY) REF NO: ECHEALTH/OPMS/LTH/APL/02/10/2022**

SALARY CENTRE : R571 242 – R642 933 per annum, (OSD)
 : Nelson Mandela District, Livingstone Tertiary Hospital

REQUIREMENTS : Basic R425 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 in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 41/184 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X5 POSTS)**

SALARY CENTRE : R571 242 - R642 933 per annum, (OSD)
Umzimvumbu Sub-District, Mount Frere Gateway Clinic Ref No: ECHEALTH/OMPHC/ MFGC/APL/02/10/2022 (X1 Post)
Malongwana Clinic Ref No: ECHEALTH/OMPHC/ MLC/APL/02/10/2022 (X1 Post)
Mfundisweni Clinic Ref No: ECHEALTH/OMPHC/ MFCC/APL/02/10/2022 (X1 Post)
Ndela Clinic Ref No: ECHEALTH/OMPHC/ NDC/APL/02/10/2022 (X1 Post)
Qaqa Clinic Ref No: ECHEALTH/OMPHC/ QC/APL/02/10/2022 (X1 Post)

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr Magadla Tel No: 039 727 2090

POST 41/185 : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OPMS/CMH/APL/02/10/2022**

SALARY CENTRE : R571 242 – R642 933 per annum, (OSD)
Buffalo City Metro, Cecilia Makiwane Regional 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 in Operating Theatre Nursing Science

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 N. Matshaya Tel No: 043 708 2121

POST 41/186 : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OPM-TH/LVH/APL/02/10/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary 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 in Operating Theatre Nursing Science 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 Mabanga Tel No: 041 405 2348

POST 41/187 : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OPMS/ALN/APL/02/10/2022**

SALARY : R571 242 – R642 933 per annum, (OSD)
CENTRE : Joe Gqabi, Aliwal North 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 in Operating Theatre Nursing Science 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 Fourie Tel No: 051 633 7700

POST 41/188 : **CHIEF RADIOGRAPHER: NUCLEAR MEDICINE GRADE 1 REF NO: ECHEALTH/CE-NMED/LVH/APL/02/10/2022**

SALARY : Grade 1: R473 112 – R525 087 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear Medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. Experience: A minimum of 3 years' appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Management or public health qualification/ training will be an added advantage. Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills. Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

DUTIES : Strategically plan, organize lead & direct provision of clinical & radiographic nuclear services. Render & Supervise the performance of diagnostic & therapeutic nuclear medicine procedures that use high radiation levels in Type B hot laboratory with due regard for radiation protection, Health & Safety of self, patients staff & public. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain Quality Assurance of all relevant equipment & ensure technical maintenance in accordance to national standard and adhere to National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in middle management and delegated management tasks, including record keeping, statistic collation assists with budget control and assets management. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Participate in Developing Nuclear medicine SOP & protocols. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 41/189 : **CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: ECHEALTH/CPHYSIO/DRH/APL/02/10/2022**

SALARY CENTRE REQUIREMENTS : Grade 1: R473 112 – R525 087 per annum, (OSD)
: Nelson Mandela Metro, Dora Nginza Regional Hospital
: Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. 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 the management of Cerebral Palsy and wheelchair seating 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 Physiotherapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Physiotherapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of physiotherapy 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 Physiotherapy services and contribute towards research.

ENQUIRIES : Ms Bomela Tel No: 041 406 4421

POST 41/190 : **CHIEF PHYSIOTHERAPIST GRADE 1 – 2 REF NO: ECHEALTH/CPHYSIO/CMH/APL/02/10/2022**

SALARY CENTRE REQUIREMENTS : Grade 1: R466 119 – R517 326 per annum, (OSD)
: Grade 2: R532 959 – R591 510 per annum, (OSD)
: Buffalo City Metro, Cecilia Makiwane Regional Hospital
: Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. 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 the management of Cerebral Palsy and wheelchair seating 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 Physiotherapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Physiotherapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of physiotherapy 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 Physiotherapy services and contribute towards research.
Ms N. Matshaya Tel No: 043 708 2121

ENQUIRIES

POST 41/191

CHIEF RADIOGRAPHER GRADE 1 - 2 REF NO: ECHEALTH/TBH/APL/02/10/2022

SALARY

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

CENTRE

Joe Gqabi District, Taylor Bequest Hospital

REQUIREMENTS

National Diploma /B-RAD /B-Tech in Diagnostic Radiography. Experience: Minimum of three (3) years of experience after Registration with in a respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics & Gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Knowledge of Public Service, Acts & Regulations including the PFMA, HRM policies etc. Knowledge of quality assessment procedure and methods. Knowledge of Legislation pertaining to Radiography (Radiation Control & Safety). Knowledge of Employee Performance Management Development System (EPMDS). Knowledge of Quality Assurance procedures and methods. Good leadership, negotiation, problem solving, communication and interpersonal skills.

DUTIES

Provide high quality radiography service while observing safe radiation protection standards. Participate in a 24 hour roster system which includes nights, weekend and public holidays and standby duties. Utilize and maintain equipment professional to ensure patient safety while adhering to professional prescripts. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Provide assistance, supervision and training to junior staff. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality improvement programs, policy making, in-service training and National Core Standards. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that the service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Ensure health and safety rule and regulations are adhered to.

ENQUIRIES

Mr P Mpanza Tel No: 039 257 0078

POST 41/192

OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/DRH/APL/02/10/2022

SALARY

R450 939 – R507 531 per annum, (OSD)

CENTRE

Nelson Mandela Metro District, Dora Nginza Regional Hospital

REQUIREMENTS

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 SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES

Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients,

		supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: 041 406 4421
<u>POST 41/193</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/WH/APL/02/10/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman District, Willowmore Hospital
<u>REQUIREMENTS</u>	:	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 SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms R Schutte Tel No: 044 923 1127
<u>POST 41/194</u>	:	<u>OPERATIONAL MANAGER GENERAL (FEMALE WARD) REF NO: ECHEALTH/OP-FW/HEWU/APL/02/09/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani District, Hewu Hospital Hospital
<u>REQUIREMENTS</u>	:	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 SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Mr Malawana Tel No: 040 841 0134/5/6
<u>POST 41/195</u>	:	<u>OPERATIONAL MANAGER GENERAL (SURGICAL) REF NO: ECHEALTH/OPM-G/CMH/APL/02/10/2022</u>
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<u>REQUIREMENTS</u>	:	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 SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies,

		nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 41/196</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/MCH/APL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R450 939 – R507 531 per annum, (OSD) Joe Gqabi District, Maclear Hospital
	:	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 SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N Zuzi Tel No: 045 932 1028.
<u>POST 41/197</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/LTH/APL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R450 939 – R507 531 per annum, (OSD) Nelson Mandela Metro District, Livingstone Tertiary Hospital
	:	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 SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 41/198</u>	:	<u>CHIEF ARTISAN GRADE A: BUILDING, MAINTAINANCE PROJECTS AND ENGINEERING REF NO: ECHEALTH/CABMPE/NMAH/APL/02/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R392 283 - R448 518 per annum, (OSD) OR Tambo District, Nelson Mandela Academic Hospital
	:	Appropriate trade test in Building Environment with 10 years' experience post qualification experience required as an Artisan/Artisan Foreman. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving. Skills. Knowledge of Project Management, Planning & Organising Skills, Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees,

clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer Literacy. A valid driver's license.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manage administrative and related functions: -Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases; and Manage artisans and related personnel and assets. Financial Management Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 41/199 : **CHIEF ARTISAN GRADE A REF NO: ECHEALTH/CHART/LVH/APL/02/10/2022**

SALARY : Grade A: R392 283 - R448 518 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Appropriate trade test in Electrical/Mechanical/Building Environment with 10 years' experience post qualification experience required as an Artisan/Artisan Foreman. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving. Skills: Knowledge of Project Management, Planning & Organising Skills, Good verbal and written communication skills with respect to interacting with management, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer Literacy. A valid driver's license.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manage administrative and related functions: -Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases; and Manage artisans and related personnel and assets. Financial Management Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 41/200 : **ARTISAN PRODUCTION GRADE A (CARPENTRY) REF NO: ECHEALTH/AP/MRH/APL/02/10/2022 (X2 POSTS)**

SALARY : Grade A: R193 512 - R214 770 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : An applicant must be in possession of trade test certificate in carpentry studies with 3-5 years' experience. Valid drivers' license is required.
DUTIES : 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. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
Ms L Mabanga Tel No: 041 405 2348

ENQUIRIES

:

OFFICE OF THE PREMIER

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. Applicants can apply using e-Recruitment system which is available on 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

CLOSING DATE

:

11 November

NOTE

:

Instruction Note: 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. Applications submitted through e-recruitment system, a signed Z83 will only be requested when shortlisted.

MANAGEMENT ECHELON

POST 41/201

:

DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: OTP 02/10/2022

SALARY CENTRE

:

R1 073 187 per annum (Level 13)
Head Office: Bhisho

REQUIREMENTS

:

National Senior certificate, an NQF Level 7 as recognized by SAQA (B.Tech/Degree/Advanced Diploma) in Social Science/ Public Administration/ Developmental Studies/ Policy Analysis. Minimum 5 years' experience at Deputy Director Level in the similar environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional, and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. 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). Computer Literacy. Extensive strategic planning, financial management skills.

DUTIES

:

Coordinate m & e policies and practices in the province by developing a province wide M & E framework and implementation plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and explain to relevant in provincial departments. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the

Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of PMTSF priorities. Facilitate the monitoring and reporting on the implementation of government priorities as outlined in the Provincial Medium Term Strategic Framework (PMTSF). Monitor and reporting on the progressive implementation of the Programme of Action. Ensure performance monitoring and oversight of the Electronic Quarterly Performance System. Project based monitoring on Provincial Priority Projects, Executive Directives, and other key emerging provincial projects. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Can be directed to: Ms. N. Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For eRecruitment Technical Enquiries email to: recruitment@ecotp.gov.za

POST 41/202 : **DIRECTOR: INTEGRATED STRATEGY & PLANNING (SOCIAL TRANSFORMATION CLUSTER) REF NO: OTP 03/10/2022**

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13)
: Head Office: Bhisho
: National Senior Certificate, an NQF Level 7 as recognised by SAQA (BTech/ Degree/Advanced Diploma) in Public Administration/ Development Studies/ Social Sciences .Minimum 5 years' experience at Deputy Director Level in the similar environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Good knowledge of public service legislations. Monitoring and Evaluation. National Development Plan. Eastern Cape Provincial Development Plan. Government Clusters, priorities and outcomes approach. Government planning cycle. 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). Computer Literacy. Extensive strategic planning, Financial management skills.

DUTIES : Manage the development of integrated provincial medium 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. Manage 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. Manage the facilitation of 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. Facilitate and 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 APPs 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 to the MECs' Service Delivery Agreement (SDA). Manage the collaboration with local government in the development of IDPS to promote alignment with POA. Facilitate and support the District Municipalities and Metros in the development of their IDP's to ensure alignment with the POA. Manage the quality assurance and analysis of municipal plans and IDPs, in collaboration with COGTA to ensure alignment with government priorities and municipal plans. Facilitate the improvement of IDPs 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.

ENQUIRIES : Can be directed to: Ms. N. Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For eRecruitment Technical Enquiries email to: recruitment@ecotp.gov.za

POST 41/203 : **DIRECTOR: EMPLOYEE RELATIONS REF NO: OTP 04/10/2022**

SALARY : R1 073 187 per annum (Level 13)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate, an NQF Level 7 as recognised by SAQA (BTech/Degree/Advanced Diploma) in Human Resource Management /Labour Relations Management/ Social Science. Minimum 5 years' experience at Deputy Director Level in a related field. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. 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: Interpretation ability (advanced). Analytical skills (advanced). Investigation skills (intermediate). Negotiation skills (advanced). Communication skills: Verbal, written and presentation (intermediate). Report writing (intermediate). Computer literacy (intermediate).

DUTIES : Render employee relations research and capacity building. Promote the maintenance and the improvement of employment relations practices in the province by facilitating the provision of strategic and technical support. Coordinate the training of employees of client departments on dealing with backlogs and policies. Develop capacity building programme for practitioners in the province. Manage the collective bargaining process. Coordinate the functionality of provincial and national collective bargaining processes through coordination of the employer caucus, support of DPSSA and resolutions processes. Coordinate employer caucus for the Chamber of the GPSSBC and track decisions. Coordinate and support DPSSA led initiatives, meetings and the work of the GPSSBC. Monitor implementation of resolutions of the Chamber of the PSCBC. Coordinate the relationship with individual employees through analysis and reporting on discipline related data. Coordinate meetings with targeted departments to deal with issues from previous quarter analysis. Coordinate the compilation of action plans to deal with identified areas and provide written feedback to targeted departments. Monitor progress on action plan and implement corrective interventions where required. Monitor clients for end of quarter reporting. Coordinate the collection and analysis misconduct data. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Can be directed to: Ms. N. Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For eRecruitment Technical Enquiries email to: recruitment@ecotp.gov.za

<u>POST 41/204</u>	:	<u>DIRECTOR: SERVICE DELIVERY CO-ORDINATION REF NO: OTP 05/10/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate, an NQF Level 7 as recognized by SAQA (B. Tech/Degree/Advanced Diploma) in Public Administration, Development Studies, or related fields. Minimum 5 years' experience at Deputy Director Level in a related field. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Advanced knowledge of social facilitation and problem solving. Advanced knowledge of complaints management and redress systems. Advanced knowledge of intergovernmental relations and discussion platforms. Knowledge of regional, and local political economic and social affairs impacting on the provincial government. Knowledge of Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Knowledge of the Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. 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). Computer Literacy. Extensive strategic planning, financial management skills.
<u>DUTIES</u>	:	Facilitate the verification and confirmation on the achievement of government priorities and outcomes. Facilitate verification of programme and project delivery across the 3 spheres of government, including the Programme of Action (programmes that are implemented by provincial government departments, municipalities, public entities, and national departments operating in the province, planned infrastructure and other related programmes) and provide strategic reports. Facilitate the verification of commitments made during SOPA, Public participation programmes and EXCO Outreach programmes. Facilitate the development of pre and post visit reports for decision making on, Taking Legislature to the People, Taking the President to the People and Ministerial visits and Back to School programme. Monitor and report on the implementation of special projects (e.g., Siyahloa Presidential Project, Centenary Celebrations) to ensure attainment of set targets and facilitate the appropriate corrective measures where applicable. Manage the strengthening of institutions for improved service delivery in the province. Manage the implementation, monitoring and reporting on Frontline Service Delivery (FSD) of identified institutions across all districts of the Eastern Cape Province. Facilitate the development and implementation of improvement plans informed by FSD findings, complaints, and any other feedback mechanisms. Ensure the provision of support for strengthening of citizen participation in the monitoring of FSD and provide regular feedback to decision making platforms. Manage the facilitation of the resolution on service delivery complaints and blockages. Promote collaboration and interaction with relevant stakeholders including community development workers (CDWs) to establish issues of concern from communities. Develop progress reports on citizens' complaints highlighting identified threats and risks to alert the relevant departments and the government structures. Verifying issues raised by the communities, facilitate and coordinate engagements with relevant stakeholders (e.g., municipalities, national and provincial departments, and public entities). Participate in Intergovernmental Structures to provide progress reports on the resolution of citizens' complaints and petitions. Participate in IDPs and departmental strategic plans to influence development of plans aimed at reducing or eliminating recurring citizens' complaints. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Can be directed to: Ms. N. Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For eRecruitment Technical Enquiries email to: recruitment@ecotp.gov.za

POST 41/205 : **DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY GOVERNANCE REF NO: OTP 06/10/2022**

SALARY : R1 073 187 per annum (Level 13)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate, an NQF Level 7 as recognized by SAQA (B. Tech/Degree/Advanced Diploma) in ICT (Informatics or Computer Science) or related field. Minimum 5 years' experience as Deputy Director in ICT related field. Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. Key Competencies: - Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

DUTIES : Coordinate and monitor the development and implementation of ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, standards and implement best practices, such as ITIL, CoBIT, etc. Continuously evaluate the understanding and adherence to governance standards. Coordinate the review and implementation of disaster management/business continuity plans. Review ICT policies and standard operating procedures (SOPs) covering the full range of ICT activities on an ongoing basis. Facilitate the reporting to internal and external stakeholders according to functional and stakeholder needs. Monitor compliance with established frameworks, directives, guidelines, and prescripts: Manage the facilitation and implementation of awareness campaigns on ICT Governance related frameworks, guidelines, and prescripts. Coordinate the identification and provision of ICT training requirements (e.g., on disaster management/business continuity plans, etc.). Monitor the adherence and compliance to ICT policies and procedures. Facilitate the identification of ICT related risks and development and management of an ICT Risk Register. Report non-compliance and make recommendations on mitigating strategies to relevant structures (e.g., PGITOC, G & A Cluster and Departmental HODs). Manage the development of Provincial Digital Transformation Strategy and its cascading: Manage and monitor the gathering of Business Analysis and Business User needs. Manage the Business Process Mapping requirements. Manage the drafting of requirements documentation for the development and implementation of ICT systems. Manage the analysis of information gathered from multiple sources, reconcile, and package for strategic decision making. Serves as the conduit between the customer community (internal and Provincial Departments) and the Business Analysts, software development team through which requirements flow. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to: Ms. N. Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For eRecruitment Technical Enquiries email to: recruitment@ecotp.gov.za

OTHER POST

POST 41/206 : **ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 07/10/2022**
Component: Departmental ICT

SALARY : R382 245 per annum (Level)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, an NQF level seven (07) as recognised by SAQA (BTech/Degree or Advanced Diploma) in IT-related field. With 3-5 years professional experience in the related IT field. Minimum of 3 years should be in IT accompanied by supervisory experience. A valid driver's license. Professional qualifications required ITIL V4 foundation as minimum

requirement. Advantageous courses will be Microsoft course 10965 (or latest) - IT Service Management with System Centre Service Manager, and ITIL V4 Managing Professional. The preferred candidate without these advantageous professional qualification(s) will be subjected to the qualifying exam(s) and will be expected to achieve the professional qualification(s) within their probation period. Key competencies: Applying technology, communication and information Management, continuous improvement. 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

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

management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES

: Can be directed to: Ms. N. Mafu at Tel No: 082 562 2347/ Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For eRecruitment Technical Enquiries email to: recruitment@ecotp.gov.za

PROVINCIAL TREASURY

APPLICATIONS

: Applications Be Forwarded To: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Thelisiwa.nkonyili@ectreasury.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: Thelisiwa.nkonyili@ectreasury.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.

CLOSING DATE

: 11 November 2022

NOTE

: Instruction Note: 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. Applications submitted through e-recruitment system, a signed Z83 will only be requested when shortlisted. For SMS (Senior Management Service) Posts: Females will be given preference. 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>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

- POST 41/207** : **DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: PT.01/10/2022**
Purpose: To manage, determine and evaluate economic parameters and socio-economic imperatives within a provincial and macro-economic context. Additionally, key to this position is to providing data for socioeconomic research to guide Budget decisions and advice to departments for planning and policy making
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive)
: Head Office
: Three year Degree (NQF level 7 as recognised by SAQA) in Economics Sciences / Bcom majoring in Economics with Minimum of seven (7) years' experience in Economics environment with at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Honour's Degree in Economics/Development Economics Sciences will be an advantage.
- DUTIES** : Manage the unit and provide the following: Strategic and specialist inputs on the development of provincial Budget and research agenda and tools. Additionally, contribute to the Main and Adjusted Provincial Budgets; produce the Overview of Provincial Revenue and Expenditure (OPRE) and the Estimated of Provincial Revenue and Expenditure (EPRE). Collaborate to the advice and reports to the provincial Cabinet Committees, clusters and legislature including all government committees across spheres on matters related to the Provincial Treasury Mandate. Provide Fiscal Framework inputs and compile the Medium Term Budget Statement; Provide inputs into annual Budget Guidelines, Achievability and Medium Term Expenditure Committee (MTEC); Assessment of Financial and Fiscal Commission (FFC) submission and interact on FFC policy processes; Provide input into MEC and HOD (Lekgotla's, Provincial Top Management, etc) presentations. Draft Terms of Reference and manage research studies to be conducted by internal and external researchers/evaluators as would be guided by Office of the Premier. Skills and Competencies: in-depth understanding of legislative framework that governs the Public Service; Knowledge & application of PFMA; Supply Chain Management policies and practices. Expertise in the management and analysis of large and multiple datasets, be able to summarize data for the production of tables, charts, and graphs. Have Project Management and knowledge of the tools of data management, such as modelling techniques, data mining etc. Must be able to utilise computer programs and other applications associated with computers (SPSS, STATA, Advanced Excel and MSOffice general etc.).
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For eRecruitment Technical Enquiries email to:
Thelisiwa.nkonyili@ectreasury.gov.za

OTHER POSTS

- POST 41/208** : **DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT REF NO: PT 02/10/2022**
Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive)
: Head Office
: A Degree (NQF level 7 as recognized by SAQA) in Internal Auditing with a Minimum 5 years relevant work experience in Internal Auditing of which 3 years experience must have been at an Middle Management Level (Assistant Director level) in Internal Auditing environment. Valid Driver's licence is essential. Any of the following Certifications CIA, PIA, IAT, QAR will be added advantage.
- DUTIES** : Monitor Compliance with the International Standards for Professional Practice of Internal Auditing (ISPPF). Manage the review / development of a standard Internal Audit Charter. Provide guidance on how charters should be developed by internal audit units. Provide recommendations and guidance on how standards should be applied by the departments. Determine that all departments have standard documents for their day-to-day operations. i.e Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide

Guidance on development of departments 3 year and 1 year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and correct. Report quarterly on progress against operational plans for departments. Promote The Image of Internal Audit Both Internally and Externally; Provide open understanding of sound internal audit and audit committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders of emerging issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the Province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform Specialised Audits; Perform the Internal Quality Assurance Reviews for departments. Monitor advise and report on the implementation of Quality Assurance Improvement Plan. Coordinate the audit of External Quality Assurance Review. Ensure that Quality Assurance Reports are finalised and reported. Perform Information Communication Technology audits (ICT Audits) In-house. ICT Audits by service provider. Review inputs on terms of reference for procurement of ICT audits. Manage Procurement Contract of service providers. Ensure audit reports are completed and reported. Performance audit specialised. Review inputs on terms of reference for procurement of ICT audits. Manage procurement contract of service providers. Ensure audit reports are completed and reported. Monitor Implementation of Recommendations; Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for internal audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Draft report on the implementation of audit recommendations by departments. Provide Technical Support and Capacity Building In Provincial Departments And Entities; Identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal audit matters, policies and procedures. Provide continuous development training throughout the province. Analyse and workshop departments on service delivery performance areas in the province. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Skills and Competencies: Sound Knowledge of the standards governing Risk Practitioners. Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. End user computing: MS Office Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 /Ms B Ndayi 060 543 5574
For eRecruitment Technical Enquiries email to:
Thelisiwa.nkonyili@ectreasury.gov.za

POST 41/209 : **DEPUTY DIRECTOR: SCM COMPLIANCE MONITORING & REPORTING**
REF NO: PT 03/10/2022
Purpose: To manage, monitor, evaluate and report on the Supply Chain Management system and supplier performance.

SALARY : R744 255 per annum (Level 11), (all-inclusive)
CENTRE : Head Office
REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Financial Management, Majoring in Supply Chain and Finance with a Minimum 5 years relevant work

DUTIES

experience in Supply Chain Management environment of which 3 years experience must have been at an Middle Management Level (Assistant Director level). Valid driver's license (Code B).

: Monitor the Departmental Structural Compliance; Manage the compilation of the procurement plans, verify and ensure these are in line with the budget processes. Ensure onsite monitoring of procurement plans is conducted. Manage the quarterly reporting on adherence/non-adherence to procurement plans. Monitor And Report on the Implementation of SCM in Provincial Departments; Provide guidance on conducting analysis on audit intervention plans. Conduct analysis on the Financial Management Capability Maturity Model of Departments and advise on developing plans. Ensure the development of and reporting on departmental specific SCM compliance monitoring. Manage Area Of Responsibility. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Manage Financial Resources; Monitor expenditure and ensure it is within budget. Ensures that assets are managed, maintained and kept safely. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service and Public Sector Procurement. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. SCM guide to accounting officer. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate. Good Communication Skills (verbal and written).

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For eRecruitment Technical Enquiries email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 41/210

: **DEPUTY DIRECTOR: ICT SECURITY REF NO: PT 04/10/2022**
(12 Months Contract)
Purpose: To provide Information Communication Technology (ICT) security services

SALARY CENTRE REQUIREMENTS

: R744 255 per annum (Level 11), (all-inclusive)
: Head Office
: Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT with a Minimum 5 years relevant work experience in ICT of which 3 years experience must have been at an Middle Management Level (Assistant Director level). CISSP or CISM or CASP+ certificates will be an added advantage. Skills and Competencies: ICT Systems and Network Management. Financial Management. Policy Development & Management. Project Management and Development. ICT Procurement. Programming understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

- DUTIES** : Establish, Manage and Monitor an Information Security Program; Implement, monitor and review the Information Security management program. Direct the design of relevant security solutions. Champion and educate the organization about the latest security strategies and technologies. Coordination and implementation of technical controls defined within the Information Security Management Framework or program. Manage User Identity and It Physical Access in Accordance to Business Requirements; Coordinate and manage endpoint security. Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. Effective Management of ICT Internal Controls and Risks; Facilitate the identification and mitigation of the IT security risks, and provide guidance and development to the team of managing the risks. Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures, and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments in order to identify areas of improvement. Facilitate the processes of audit log management. Information Security Incident Management; Coordinate Disaster Recovery processes and IT continuity plans. Guide and monitor the establishment and maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services.
- ENQUIRIES** : Ms T. Nkonyile Tel NoL 083 8755 707 /Ms B Ndayi 060 543 5574
For eRecruitment Technical Enquiries email to:
Thelisiwa.nkonyili@ectreasury.gov.za
- POST 41/211** : **EXECUTIVE SUPPORT: FINANCIAL GOVERNANCE REF NO: PT 05/10/2022**
Purpose: To provide executive support in the office of the DDG Financial Governance to ensure the effective management and smooth operation of the Branch.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive)
: Head Office
: A Three year Degree (NQF level 7 as recognises by SAQA) in Financial / Public Admin plus 5 years' experience in an Accounting or Administration environment, of which a minimum of three (3) years must be in the immediate lower position i.e. (Assistant Director level management experience). Possession of a relevant postgraduate qualification and experience in the public sector financial or admin environment will be an added advantage. Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service. Monitoring and evaluation. Budget submission.HR Management. Project appraisals. Corporate Communication. Project Management. Communication (verbal and written). Computer Literate. Change Management. Financial Management. Problem Solving. Decision Making. People Management.
- DUTIES** : Provide Direction and Guidance on the Effective Management of the Office of the DDG; Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Prepare and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CD's of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit so as to meet set programme objectives. Support The Programme By Providing Strategic And Technical Leadership In Order To Ensure The Full Execution Of Departmental Plans And Programmes; Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure

implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all submissions are on time and meet the standards in terms of the quality and any guidelines that may have been given by the DDG. Coordinate Chief Director Meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. Provide Support towards Ensuring Appropriate and Sound Finance, Human Resource Management; Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control, which is in line with the approved budget. Ensure effective controls in the management, safekeeping and maintenance of assets in the Programme. Ensure that full and proper records of the financial affairs of the Programme are maintained. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For eRecruitment Technical Enquiries email to:
Thelisiwa.nkonyili@ectreasury.gov.za

POST 41/212 : **DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/10/2022**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11)
: Head Office
: A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

DUTIES : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574

For eRecruitment Technical Enquiries email to:
Theliswa.nkonyili@ectreasury.gov.za

NOTE : NB: The officials will be deployed to any Municipalities for intervention when need arise

POST 41/213 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: PT 07/10/2022**
Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics coupled with Minimum of 3 years' work experience a budget environment at an officer (Level 7 or higher). Skills and Competencies: Knowledge of Microsoft Office Especially For Advanced Excel, Graphs and Pivot Table Interpretation. Budgeting preparation and analysis. Knowledge of BAS, PERSAL and Vulindlela. Project Appraisal. Knowledge & application of PFMA & DORA. Supply chain management policies and practices. Risk management policies and practices. Economic Analysis Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy.

DUTIES : The Tabling Of Credible Main Budget Within The Legislated Timeframes And Its Alignment To The Departmental Plans In Consideration With Policy Priorities; Provide support in the reviewal and improvement on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Provide support in the preparation of Budget achievability hearings for the previous year outcomes and first quarter performance. Provide support in the expenditure review through the evaluation of departments protection policy priority areas over the MTEF. Assist with reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist departments and public entities in the preparation of Budget guideline (EPRE) workshops. Provide technical support and advice on request to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist the reviewal of the accuracy and credibility of MTEF database and EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of the close out report of previous year's financial and non-financial performance. Assist departments with the crafting of Strategic Plans, APP's, Operational / Business Plans. Assist in the analysis of departmental SP, APPs and Ops plans and budgets as well as their alignment with mandated policy priorities and compliance with NT framework. Provide Support In The Adjusted Budget Publications And Ensure That They Are Within Legislated Timeframes And Are At Acceptable Quality Levels; Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding / bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Provide support to departments and check whether the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Assist with the support provided to departments and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Conduct Qualitative and Quantitative Assessment of the In-Year-Monitoring (Iym) And Quartely Performance Reports (Qpr) And Provide

Feedback to Stakeholders; Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial. Performance information. Assist with the analysis and preparation of quarterly management, feedback reports and letters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 /Ms B Ndayi 060 543 5574
For eRecruitment Technical Enquiries email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 41/214 : **SENIOR PROVISIONING SECURITY OFFICER: SECURITY MANAGEMENT REF NO: PT 08/10/2022**

Purpose: Facilitate implementation of Physical and Information Security Measures at Provincial Treasury in line with relevant legislation.

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Head Office
: National Senior certificate and Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Security Management or Security related qualification. Valid Grade B PSIRA Registration. Valid driver's license, Code B. Coupled with Minimum of 2 years' experience in Security Management environment. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Minimum Information Security Standards, Minimum Physical Security Standards. Occupational Health and Safety Act. Protection of Information Act Promotion of Access to Information Act. National Strategic Intelligence Act. Protection of Personal Information Act. Interpretation and understanding of Service Level Agreements and Contracts. Project Management. Analytical thinking. Decision Making. Problem Solving. Computer Literate. Communication (verbal and Written). People Management

DUTIES : Supervise Private Security Companies in the Department; Perform inspection duties on security points during office and after hours. Ensure constant inspection of Security Registers by confirming availability of the registers and information is recorded as per the Service Level Agreement. Identification of Service Level Agreement breaches and report on any findings to the Assistant Director Security. Monitoring access control by ensuring that the Department has all the necessary security resources and are effectively utilised by the Security Company. Organise monthly meetings with the Security Service Providers. Manage Safe Keeping and issuing of Departmental Keys; Issue departmental keys to officials. Ensure availability of duplication keys for all locks in Departmental Premises. Ensure key registers is maintained and regularly updated. Render Supervision of Health and Safety of the Environment; Ensure preparedness and relevant equipment is available in times of an emergency disaster. Participate in the Emergency Evacuation Exercises. Maintenance Of Electronic Access Control Systems: Enrolment of employees on electronic access control systems. Ensure electronic systems are in working condition by attending to faults. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Ensure effective security administration by adhering to the required filing systems and attending to correspondence. Participate in security awareness campaigns.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi Tel No: 060 543 5574
For eRecruitment Technical Enquiries email to:
Theliswa.nkonyili@ectreasury.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: **Provincial Office: Hand Delivery:** Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at Tel No: 043 605-5101 OR Ms A Njaba 043 605-5110.

Applications for districts are to be sent to the following:

Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Shweni at Tel No: 039 – 2540900

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Adv. T Ntanjana at Tel No: 0437116626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709

Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750

Sarah Baartman: The District Directot, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo at Tel No: 046 636-1484:

O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at Te No: 047 - 53109 44

CLOSING DATE NOTE

: 11 November 2022

: Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Certified copies of qualifications will be requested to Shortlisted candidates. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 41/215

: **DISTRICT DIRECTOR: SARAH BAARTMAN REF NO: DSD 01/10/2022**

SALARY

: R1 073 187 per annum (Level 13)

- CENTRE REQUIREMENTS** : Grahamstown Joe
 : National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (Deputy Director) experience. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies; Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.
- DUTIES** : Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the institutionalization and establishment of an operational organizational performance information management systems and practices in the department.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

OTHER POSTS

- POST 41/216** : **SOCIAL WORK MANAGER GR1 (X2 POSTS)**
- SALARY CENTRE** : R806 811 per annum
 : (Joe Gqabi:Lulama Fushane CYCC) Ref No: DSD 02/10/2022
 : (NMM: District Office) Ref No: DSD 03/10/2022
- REQUIREMENTS** : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year). A code 8 valid South African drivers' license is a prerequisite. Competencies; Expert knowledge of the Children's Act, 2005 with specific reference to Chapter 13, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008 and Restorative Justice Process. An understanding of Child and Youth Care Systems including expert knowledge of the Minimum Standards of Child and Youth Care. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law in a secure care environment. Strategic planning skills. Sound knowledge of the Labour Relations Act of 1995 as well as the grievance procedure. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.
- DUTIES** : Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Ensuring that there are good employee relations within the institution. Ensuring that all professionals within the centre are registered with the SACSSP. Develop and strengthen relationships with the NPO sector and other. Government Departments and agencies within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyze policies and develop programmes at the Centre for the management of children in conflict with the

law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/217 : **SOCIAL WORK MANAGER GR1 (NPO MONITORING & EVALUATION) REF NO: DSD 04/10/2022**

SALARY : R806 811.per annum
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year). At least 10 years as a Social Work supervisor in in the NPO Management and Programme Monitoring. A code 8 valid South African drivers' license is a prerequisite. Competencies; Comprehensive understanding of the Service delivery Programs (Core) of the Department. Comprehensive understanding of the NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Understanding of M& E function in line with the Core Service Programs. Ability to work as a team.

DUTIES : Assist in the analysis of monitoring reports from District offices and provide guidance and support; Assist in the Monitoring of adherence to TPA and related legislation; Monitor operational performance in line with financial investment. Monitor and analyse interventions by NPOs on their performance in line with the Departmental mandate and provide support. Facilitate development of NPO Transfer Management M&E Policy and monitor compliance thereof. Facilitate evaluation of NPOs' performance for impact analysis at specified periods. Coordinate integrated Monitoring activities at all levels.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/218 : **SOCIAL WORK MANAGER GR1 (NPO FUNDING COORDINATION & PARTNERSHIP) REF NO: DSD 05/10/2022**

SALARY : R806 811 per annum
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year). At least 10 years as a Social Work supervisor in in the NPO Transfer Processes and Programme Funding. A valid South African drivers' license is a prerequisite Competencies; Comprehensive understanding of the Service delivery Programs (Core) of the Department. Comprehensive understanding of the NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Understanding of Transfer Management Process in line with the related Policy and Core Service Programs. Ability to work as a team.

DUTIES : Coordinate the Sector Funding Processes in line with the related Policies and legislation. Consult and engage with stakeholders. Coordinate National Processes linked to the function. Provide transfer payment reports as required on a continuous basis. Develop and continuously update Standard Operating Procedures for the process. Manage the Audit Process linked to the Transfer Management process & follow up on Audit Conclusions. Support Districts in the disbursement processes.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/219 : **SOCIAL WORK POLICY MANAGER (SUBSTANCE ABUSE) GR1 REF NO: DSD 05/10/2022**

SALARY : R806 811 per annum
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in a management or supervisory position in the substance abuse field. Registration with the South African Council for Social Service Professions (latest copy of registration/current year). A code 8 valid South African drivers' license is a prerequisite. Competencies; Expert knowledge of the Prevention of and Treatment for Substance Abuse Act 70, 2008. Provincial Drug Master Plan. Financial management skills. Stakeholder relations skills. Networking skills. Project management skills. Planning and organizing. Policy analysis and development. Presentation/Facilitation skills. Ability to compile complex reports. Good communication and writing skills. Monitoring and evaluation skills.

DUTIES : Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Develop programs and practice guidelines to implement the relevant policies. Develop and strengthen relationships with the NPO sector and other Government Departments. Ensure alignment of plans and budgets. Coordinate other departments and civil society for integrated services on substance abuse. can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/220 : **SOCIAL WORK MANAGER (CRIME PREVENTION) GR1 REF NO: DSD 05/10/2022**

SALARY : R806 811 per annum
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work (as a Probation Officer) after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in a management or supervisory position in probation services. Certificate of specialization in Probation Services will be an added advantage. Registration with the South African Council for Social Service Professions (latest copy of registration/current year). A valid South African drivers' license is a prerequisite. Competencies; Expert knowledge of the Child Justice Act 75 of 2008. Probation Services Act 116 of 1991, Blueprint Minimum Norms and Standards for Secure Care Centres, Policy Framework for Accreditation of Diversion Services, Minimum Norms and Standards for diversion services. Financial management skills. Stakeholder relations skills. Networking skills. Project management skills. Planning and organizing. Policy analysis and development. Presentation/Facilitation skills. Ability to compile complex reports, Good communication and writing skills. Monitoring and evaluation skills.

DUTIES : Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Develop programs and practice guidelines to implement the relevant policies. Develop and strengthen relationships with the NPO sector and other Government Departments. Ensure alignment of plans and budgets. Coordinate other departments and civil society on child justice issues.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/221 : **DEPUTY DIRECTOR: ADMINISTRATION (X2 POSTS)**

SALARY : R744 255 per annum (Level 11)
CENTRE : Amathole: Fort Beaufort Area Office (Ref No: DSD 08/10/2022)
Sarah Baartman: District Office (Ref No: DSD 09/10/2022)
REQUIREMENTS : National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Public Administration / Social Sciences with 3 - 5 years relevant experience of

which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license Competencies; Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on social transformation and community development.

DUTIES : Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.

ENQUIRIES : for Amathole can be directed to Ms Z. Habe at Tel No: 043 711 6626, Enquiries for Sarah Baartman may be directed to Mr M Sipambo at Tel No: 046 636-1484.

POST 41/222 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DSD 10/10/2022**

SALARY : R744 255 per annum (Level 11)
CENTRE : Provincial Office

REQUIREMENTS : National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Human Resource Management/ Public Administration or relevant qualification with 3 - 5 years relevant experience of which 3 years must have been at the level of an Assistant Director in the relevant field. Postgraduate degree will be an added advantage. Computer literacy. A valid South African drivers' license is a prerequisite Competencies; Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

DUTIES : To manage recruitment, selection, appointments and life cycle events of employees. To manage compensation and condition of service benefits of employees. To manage human resource personnel records. Ensure that HRA policies and procedures are developed, implemented, monitored and reviewed. Supervise subordinates and Quality Assure their work as well as their PMDS.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/223 : **DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO: DSD 11/10/2022**

SALARY : R744 255 per annum (Level 11)
CENTRE : Provincial Office

REQUIREMENTS : National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Financial Accounting. with 3 - 5 years relevant experience of which 3 years must have been at the level of an Assistant Director in Debt Management. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Understanding of audit processes, principles and practices Competencies; Customer service principles (Batho Pele Principles). Understanding Treasury regulations. Understanding public sector processes. Debt collection internal controls. Legislative requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Promotion of access to information Act. Technical proficiency. Communication (verbal and written). Client orientation and customer focus. People and performance management.

		Problem solving and analysis. Interpersonal. Planning and organising. Analytic thinking.
<u>DUTIES</u>	:	Provide debt collection services for the Department. Development of Departmental Debt policies and procedures. Management of Debtors, Debt Recovery and Write-off of Irrecoverable Debt. Manage month end processes and recons. Establish strategies in terms of risk management and collections. Management of the collections of outstanding debt. Management of Staff.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
<u>POST 41/224</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICE REF NO: DSD 12/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11) OR Tambo: District Office; National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Public Administration/Public Management or equivalent qualification with 3 - 5 years relevant experience of which 3 years must have been at the level of an Assistant Director. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Competencies; Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organization and decision-making skills. Willingness to work after hours when needed and the ability to work under pressure.
<u>DUTIES</u>	:	Coordinate all corporate services for Chris Hani District. Monitor district finance, budget and expenditure trends. Oversee the implementation of HR services for the district. Coordinate Supply Chain Management functions and Asset and Infrastructure needs in the district. Manage the provision of communication and events management, information technology management services in the District. Consolidate programme 1 reports. Analyse and report on emerging trends.
<u>ENQUIRIES</u>	:	may be directed to Ms Z. Dlanjwa at Tel No: 047 – 531 0944
<u>POST 41/225</u>	:	<u>SOCIAL WORK SUPERVISOR GR1 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R389 991 per annum Chris Hani: Ngcobo LSO (Ref No: DSD 13/10/2022) Inxuba Yethemba LSO (Ref No: DSD 14/10/2022) Intsika Yethu (Tsomo) LSO; (Ref No: DSD 15/10/2022) Inxuba Yethemba (Cradock) LSO (Ref No: DSD 16/10/2022) NMM: Walmer Service Office; (Ref No: DSD 17/10/2022) District Office (Ref No: DSD 18/10/2022)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies; Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/226 : **SOCIAL WORK SUPERVISOR (SERVICE OFFICE MANAGER) GR1 REF NO: DSD 19/10/2022**

SALARY : R389 991.per annum
CENTRE : OR Tambo: Flagstaff LSO

REQUIREMENTS : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license Competencies; Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Ensure that a Social Work Service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and Volunteers to ensure an effective social work service. Keep up to date with the new developments in the Social Work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions. Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities.

ENQUIRIES : May be directed to Ms Z. Dlanjwa at Tel No: 047 – 531 0944

POST 41/227 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DSD 20/10/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Provincial Office

REQUIREMENTS : National Senior Certificate plus a B. Degree/National Diploma in Human Resource Development or Human Resource Management, Bachelor of Commerce (Human Resource Management) Bachelor of Social Science in any related field, plus a minimum of three years practical experience in the Human Resource Development field or discipline. A valid driver's license. Competencies; In-depth knowledge of legislation that governs the Public Service, problem solving skills, planning and organising, inter-personal relations skills, project management skills, good communication skills (verbal and written), people management skills, computer literacy.

DUTIES : Facilitate and coordinate training and development initiatives for employees in the Department. Implement, monitor and evaluate the Departmental Skills Development Plan. Implement, monitor and evaluate the Continuous Professional Development (CPD) Programmes in the Department. Implement, monitor and evaluate the Internship Programmes in the Department. Implement, monitor and evaluate the Learnership Programmes in the Department. Implement, monitor and evaluate the Departmental Bursary Scheme. Coordinate, administer and monitor the implementation of the Departmental Talent Management initiatives. Manage the efficient utilization of HRD allocated resources (human and financial).

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/228 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DSD 21/05/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Alfred Nzo: District Office

REQUIREMENTS

: National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Security Management / Risk Management / Police Administration / Policing / Law or Criminal Justice. Minimum 5 years' experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's license. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes Competencies; Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision-making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

DUTIES

: Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems in the District. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the District. Implement proper key and key combination control as per the Departmental Key Control directive. Give input in specifications for security tenders. Monitor contracted security companies for compliance to the Service Level Agreement. Implementation of minimum information security measures to safeguard sensitive government information and assets. Implementation and monitoring compliance of/with the Minimum Information Security Standards (MISS), security directive document security and communications security provisions and prescripts in the District. Participation in the compliance related committees in the District. Classification and re-classification of sensitive information. Implementation of personnel security measures. Implementation of the Departmental personnel security directive. Coordinate and monitor all applications submitted for security vetting and company screening. Monitor the implementation of personnel suitability checks in the District. Develop, implement and monitor implementation of contingency plan. In conjunction with the District security committee develop, implement and monitor a contingency plan in line with the security directive: contingency procedures. Emergency drills to be effected to determine the affectivity of the plan. Participate in the emergency / OHS committee meetings. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security investigations regarding all security breaches. Conduct in-house security investigations regarding all security breaches. Implementation of the Departmental security directive: breach of security. Report to the relevant security structures. Keep record of all incidents. React to any reported breaches of security and recommend mitigating measures for implementation. Implementation of security administration for the effectiveness of the unit. Implementation of security administration relating to Human Resource, Financial Management, Supply Chain Management within the unit to ensure that the unit is sufficiently resourced to perform its mandate. Effective implementation of security administration to ensure proper forecasting of correct resources that the correct time to ensure efficient and effective security management is performed in the Districts. Conduct security awareness campaigns on physical-, information security and contingency planning. Identify threats and risks related to security. Participation in the development of the Departmental Security Awareness Program. Implementation of the approved departmental awareness program in the District. Implementation of creative security awareness strategies in order to keep staff and visitors informed about security.

ENQUIRIES

: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/229 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 22/10/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Provincial Office

REQUIREMENTS : National Senior Certificate plus A recognized Bachelor's Degree or equivalent qualification (NQF 6/7) as recognized by SAQA preferably in Supply Chain Management/Purchasing/Logistics/Business Administration/Financial Management. A minimum of 3 years' experience obtained in a Public Sector Acquisition Management/Public Sector Supply Chain Management preferable at a supervisory level. Drivers' License is a prerequisite. Knowledge of the SCM policies and Prescripts. Knowledge of logistics, demand and acquisition management. Knowledge of financial management. Thorough knowledge and understanding of government procurement systems and relevant legislation. Knowledge of the Public Service Act. Competencies; Sound knowledge of the principles of Public Sector Procurement regime. Experience in the management of procurement processes related to both quotations and open tenders. Knowledge and understanding of Supply Chain Management. Negotiation and interpersonal skills, Computer literacy. Report writing. Communication and presentation skills. Ability to analyse commercial risks. Computer skills. Planning and organizing skills. Problem Solving skills. Project Management. Willingness to travel extensively. Ability to work under pressure.

DUTIES : Ensure best practice supply chain management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislative prescripts. Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are compiled in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing/evaluation/adjudication sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders and price quotations evaluated. Receive and assist in the evaluation and adjudication of the expressions of interest. Coordinate review, and source quotations from service providers. Manage Departmental Bid/Quotation Register. Liaise with Internal and External auditors on acquisition management related matters. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Such other duties, administrative or otherwise, as may be assigned

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/230 : **COMMUNITY DEVELOPMENT SUPERVISOR GR 1 (X3 POSTS)**

SALARY : R369 258 per annum
CENTRE : Alfred Nzo: Matatiele LSO (Ref No: DSD 23/10/2022)
Amathole: Mnquma (Butterworth) LSO (Ref No: DSD 24/10/2022)
BCM: King Williams Town LSO (Ref No: DSD 25/10/2022)

REQUIREMENTS : National Senior Certificate plus a B degree in Social Science with Developmental Economics/ National Diploma in Development Studies/ Community Development/ Social Work and other related studies plus a minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. Computer Certificate or Computer as a passed module or subject. A valid driver's license. Competencies; Strong theoretical understanding of, practical exposure in Community Development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People Management and empowerment skills. Project management skills.

DUTIES : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and

other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (eg in departments/ provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES : can be directed to Ms Z. Habe at Tel No: 043 711 6626; Mr S Shweni at Tel No: 039 254 0900; Ms P. Kula 043 705-5675

POST 41/231 : **SOCIAL WORKER GRADE 1 (X19 POSTS)**

SALARY CENTRE : R261 456.per annum
 : Amathole: Alice LSO, (Ref No: DSD 26/10/2022)
 : Carthcart LSO (Ref No: DSD 27/10/2022)
 : Alfred Nzo: District Office; (Ref No: DSD 28/10/2022)
 : Bizana LSO; (Ref No: DSD 29/10/2022)
 : BCM: King Williams Town; (Ref No: DSD 30/10/2022)
 : East London LSO; (Ref No: DSD 31/10/2022)
 : Zwelitsha LSO; (Ref No: DSD 32/10/2022)
 : Mdantsane 2 LSO; (Ref No: DSD 33/10/2022)
 : Chris Hani: Ngcobo LSO; (Ref No: DSD 34/10/2022)
 : Emalahleni (Indwe) LSO; (Ref No: DSD 35/10/2022)
 : Joe Gqabi: Maclear LSO; (Ref No: DSD 36/10/2022)
 : NMM: Motherwell LSO; (Ref No: DSD 37/10/2022)
 : Zwide LSO; (Ref No: DSD 38/10/2022)
 : Bethelsdorp LSO; (Ref No: DSD 39/10/2022)
 : Port Elizabeth LSO; (Ref No: DSD 40/10/2022)
 : OR Tambo: Port St Johns; (Ref No: DSD 41/10/2022)
 : Mqanduli LSO; (Ref No: DSD 42/10/2022)

REQUIREMENTS : Sarah Baartman: Somerset East LSO (Ref No: DSD 43/10/2022) (X2 Posts)
 : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. 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. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. 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

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 41/232 : **ADMIN OFFICER REF NO: DSD 44/10/2022**

SALARY CENTRE : R261 372 per annum (Level 07)
 : Alfred Nzo: Umzimvubu Area Office

<u>REQUIREMENTS:</u>	:	Senior Certificate plus an appropriate Degree/ National Diploma in Public Management/ Financial Management/ Human Resource Management plus a minimum of 1-2 years' experience in Human Resource Management, Supply Chain Management or Financial Management. A valid South African driver's license will be an added advantage Competencies; Understanding of SCM, Human Resources Management, Financial Management policies, procedures and processes i.e. PFMA, applicable treasury regulations. Knowledge of SDMS, PERSAL and BAS Systems, Computer Literacy (Word, Excel, PowerPoint and Access).
<u>DUTIES</u>	:	Supervise all Personnel in respect of HR, SCM and Finance for the Local Service Office. Compiling monthly and quarterly reports for the areas of supervision. Manage Performance of all officials within the section. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Supervising the ordering of stationery and office supplies. Budget for compensation of employees. Ensure that all employees in the Local Service Office comply with PMDS Policy. Implement Leave Management Policies. Conduct records and document management. Provide logistics support functions. Attending to all admin related enquiries for the Local Service Office
<u>ENQUIRIES</u>	:	can be directed to Mr S Shweni at Tel No: 039 254 0900
<u>POST 41/233</u>	:	<u>ADMIN OFFICER: NPO REF NO: DSD 45/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07) OR Tambo: Umzimvubu Area Office
<u>REQUIREMENTS</u>	:	Senior Certificate plus a B Degree/National Diploma in Administration/ Accounting/ equivalent qualification plus a minimum of 2 years practical experience. Previous work with NPO's and drivers licence will be an added advantage Competencies; Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, Public Service Act/ Regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
<u>DUTIES</u>	:	Manage the claim submission process of NPO's. Conduct records and document management both manually and electronically. Update and process information from the helpdesks. Update and process information from the NPO's
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Dlanjwa at Tel No: 047 – 531 0944
<u>POST 41/234</u>	:	<u>CHIEF REGISTRY CLERK REF NO: DSD 46/05/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07) Joe Gqabi: District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate National Diploma/ B Degree (NQF 6/7). 1-2 years' experience in the records management. Computer Literacy. Competencies; Knowledge of Registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in Registry.
<u>DUTIES</u>	:	Supervise and provide registry counter service. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervisor the operation and operate office machines in relations to the registry function. Supervise the processing and process document for archiving and disposal. Supervise human resource/ staff.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
<u>POST 41/235</u>	:	<u>PROFFESIONAL NURSE (GENERAL NURSING) GR1 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R260 760 per annum BCM: Silvercrown Old Age Home; (Ref No: DSD 47/05/2022) NMM: Erica Place of Safety (Ref No: DSD 48/05/2022)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B. Degree / National Diploma (NQF level 6/ 7) in Nursing/ equivalent qualification. Registration as a Professional Nurse with the SA Nursing Council. A code 08 Driver's license. Experience as a Professional Nurse in General Nursing. Community Nursing. Supervisory

- management skills. Required to work shifts, including night duty and public holidays, Computer literacy is essential. Competencies; Knowledge of nursing care processes and procedures. Basic Knowledge of Public Service Regulations. Leadership, Supervisory and good communication skills. Teambuilding and cross-cultural awareness, Special interest in substance use and working with children. Be able to function in a multi-disciplinary team.
- DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/ client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the Employee Performance Management and Development system (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to workday and night duty. Any other duties as required by the supervisor.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
- POST 41/236** : **COMMUNITY DEVELOPMENT PRACTITIONER GR1 REF NO: DSD 49/05/2022**
- SALARY CENTRE REQUIREMENTS** : R220 923 per annum
: Chris Hani: District Office
: National Senior Certificate plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Competencies; Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.
- DUTIES** : Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.
- ENQUIRIES** : can be directed to Ms Mzinjana at Tel No: (045) 808 3709
- POST 41/237** : **ADMIN CLERK (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: NMM: District Office; (Ref No: DSD 50/10/2022)
: Port Elizabeth LSO (Ref No: DSD 51/10/2022)
: National Senior Certificate. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Competencies; Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.
- ENQUIRIES** : can be directed to Ms L. Thompson 041 406-5750

<u>POST 41/238</u>	:	<u>RECEPTIONIST (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	BCM: District Office; (Ref No: DSD 52/10/2022) NMM: Walmer LSO (Ref No: DSD 53/10/2022)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 0-1-year relevant experience. Computer literacy Competencies; Communication and interpersonal skills. Administrative skills.
<u>DUTIES</u>	:	Receive correspondence addressed to the institution. Attend to visitors to the institution. Act as a switchboard operator. Retain film courier services and deliveries.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
<u>POST 41/239</u>	:	<u>DATA CAPTURER REF NO: DSD 54/10/2022</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a B Degree/ N Diploma in Finance or Public Management with 0-1-year relevant experience. Computer literacy. Competencies; Strong computer literacy with comprehensive understanding of Word, Excel and basic network systems used by the Department. Comprehensive understanding of the NPO Sector. Ability to manage relationships between and within different operations. Attention to detail. Ability to work as a team.
<u>DUTIES</u>	:	Capturing and collate monitoring information from District offices and identify gaps. Follow up on the gaps identified. Ensure there is a back-up of all received and consolidated information. Provide overall information support on Monitoring data from the Districts. Handle general administration relating to funding and monitoring of the NPO Sector.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
<u>POST 41/240</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GR1 REF NO: DSD 55/10/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R159 603 per annum
<u>CENTRE</u>	:	NMM: Protea Place of Safety
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A minimum of 7 years' appropriate experience in child and youth care work post after obtaining the required qualification. A valid driver's licence. Willingness to work shifts including night duty and public holidays. Competencies; Understanding rules and procedures of the care Centre. Knowledge of relevant policies and mandates. Good communication (both verbal and written). Ability to intervene and resolve conflict.
<u>DUTIES</u>	:	Serve as team leader for child and youth care workers during a shift. Supervisor staff. Undertake inspection during a shift and report incidents and problems identified. Perform administrative work relevant to the job. Assist with care of children as the need arise.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Thompson Tel No: 041 406-5750
<u>POST 41/241</u>	:	<u>SOCIAL AUXILIARY WORKER GR1 (X4 POSTS)</u>
<u>SALARY</u>	:	R150 438 per annum
<u>CENTRE</u>	:	Chris Hani: Intsika Yethu (Cofimvaba) LSO; (Ref No: DSD 56/10/2022) NMM: Uitenhage LSO; (Ref No: DSD 56/10/2022) Zwide LSO; (Ref No: DSD 57/10/2022) OR Tambo: Libode LSO (Ref No: DSD 58/10/2022)
<u>REQUIREMENTS</u>	:	Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license will be an added advantage. Competencies; Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based

		Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 Or Ms. Z Moyeni Tel No: 043 605-5110
<u>POST 41/242</u>	:	<u>CHILD AND YOUTH CARE WORKER GR1 REF NO: DSD 59/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R143 073 per annum NMM: Protea Place of Safety Grade12 or equivalent qualification. Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work will be an added advantage. Computer literacy. Must not be listed in the National Register for Sex Offenders. Computer literacy. Drivers' license will be an added advantage. Competencies; Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
<u>DUTIES</u>	:	Holistic care of children/youth in conflict with the law in residential care. Serve on a multi-disciplinary team. Behavior Management of children/youth in conflict with the law. Development and execution of residential developmental and recreational programmes. Writing and presenting reports. Mentoring and counseling individual young people. Willingness to learn. Willingness to work shifts and weekends.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Thompson Tel No: 041 406-5750
<u>POST 41/243</u>	:	<u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR1 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R143 073 per annum Amathole: Fort Beaufort LSO; (Ref No: DSD 60/10/2022) OR Tambo: KSD LSO (Ref No: DSD 61/10/2022) Grade12 or equivalent qualification. Proficiency in computers and inventories would be an added advantage. Competencies; Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.
<u>DUTIES</u>	:	Must have knowledge of community development environment, attitudes and values for the engagement in the social development of communities. Must understand the social dynamics of communities. Must be able to assist with the facilitation and implementation of various social development programs/interventions.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
<u>POST 41/244</u>	:	<u>GROUNDSMAN REF NO: DSD 62/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum (Level 02) (NMM: Ernest Malgas Treatment Centre ABET/Grade 10 (NQF Level 1-3) or 10-years previous experience in gardening and maintenance. A valid South African driver's license will be an added advantage. Competencies; Ability to read and write. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Responsible for the maintenance of the grounds. Load and offload of goods. Prune trees, cut grass and perform any other tasks as instructed by the supervisor. Operate equipment. Assist with movement of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms L. Thompson Tel No: 041 406-5750
<u>POST 41/245</u>	:	<u>LAUNDRY AID REF NO: DSD 63/10/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum (Level 02) NMM: Ernest Malgas Treatment Centre ABET Level 1-4 or Grade 10 qualification / NQF Level 1-3. Competencies; Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
<u>DUTIES</u>	:	Collect soiled and dirty linen. Be responsible for washing, drying, ironing, folding and storing all laundry in linen closets. Keep equipment and laundry area clean. Report any damage laundry. Mending of laundry.

ENQUIRIES

: can be directed to Ms L. Thompson Tel No: 041 406-5750