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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2022

DATE ISSUED 25 FEBRUARY 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the post of Director: Drafting, Ref no: HRMC 9/22/02, advertised in Public Service Vacancy Circular 6 of 2022 dated 18 February 2022, requires "extensive experience in legislative drafting", and the closing date has been extended to 11 March 2022.
DEPARTMENT OF HUMAN SETTLEMENTS: Kindly note that the posts of Deputy Director: Internal Control, Deputy Director: Macro Policy and Deputy

Director: Entities Governance Support advertised in Public Service Vacancy Circular 06, dated 18 February 2022, has been amended as follows: R744 255 per annum. The reference number for Deputy Director: Entities Governance Support is amended to Ref No: DOHS/05/2022. **DEPARTMENT OF SCIENCE AND INNOVATION:** Kindly note that the post of Deputy Director: Information Management, Evaluation and Data Analysis (Ref. 2022/10) advertised in Public Service Vacancy Circular 05 dated 11 February 2022, Please note that the advertisement for the above post gave the incorrect email address for the submission of applications. The correct email address is dd.imeda@dst.gov.za. The closing date has been extended to 11 March 2022. We apologise for the inconvenience.

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 11 March 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

- POST 07/01** : **SENIOR ADMINISTRATIVE OFFICER (DATA MANAGEMENT & QUALITY ASSURANCE) REF NO: DBE/07/2022**
Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Education Management Information Systems (EMIS)
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Basic Education (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification; Two (2) years relevant experience in the IT field in Data Management or related work; Work experience in Geospatial software such as GIS ArcGIS, QGIS, or Business Intelligence reports/dashboards, etc. will be an added advantage; Knowledge of MS Access and SQL is recommended; Good IT skills in programming, systems development and insight in the latest developments in the field of Information Technology; Ability to work with large datasets, data verification and analytical skills; Ability to keep up with a changing IT and education environment; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's licence. Have a passion for making a positive contribution in the South African Education Sector.
- DUTIES** : The successful candidate will assist in Master Data Cleansing and quality assurance activities; Work with relevant teams to communicate and drive data cleansing activities; Assist in GIS development of dashboards and updating of existing reports with recent Data Marts; Assist in quality assuring and verifying Education data with Provincial Education Departments and other relevant stakeholders for reporting and dissemination; Assist in data dissemination and anonymisation of datasets in compliance to the POPI Act; Assist in the Data Management and Data Migration processes for ECD; Provide EMIS support to the Director and Directorate as reasonably requested.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291
- NOTE** : Shortlisted candidates may be required to undergo a competency test and will be subjected to a security clearance.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 3, Room 156.
- CLOSING DATE** : 18 March 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Such copies need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 07/02** : **DEPUTY DIRECTOR DOD PERFORMANCE INFORMATION MANAGEMENT REF NO: DSP/09/22/01**
Defence Policy, Strategy & Planning Division
Chief Directorate: Strategic Management
Directorate: Strategy and Planning
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12)
: Defence Headquarters Erasmuskloof, Pretoria
: NQF Level 7 qualification with specialization in management science, strategic studies or related field. A post graduate qualification will be a strong recommendation. A minimum of three years direct experience in the development and implementation of corporate strategy, planning, performance information architecture, monitoring and evaluation environment is required. Special requirements (skills needed): Good research, writing skills, analytic, communication, report writing and presentation skills. Understanding and interpretation of relevant regulatory frameworks, Acts, Regulations and Policies. Sound understanding of Government planning and performance information related frameworks, risk management, and monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines in collaboration with senior and middle management. Experience in dealing with integrated planning or strategic issues at least at both DOD and Services/Divisional or corporate level

in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence.

DUTIES

: The key responsibility is to ensure the institutionalization and establishment of an operational organizational performance information management philosophy and practice in the Department of Defence. Enable the overarching DOD SD Policy through organisational performance information management architecture. The management, monitoring and implementation of the DOD Performance Information Policy and Plan and related performance management governance. The development, implementation and management of the DOD Performance Information Timeline. Manage the Performance Information ICT enabler and the Performance Information Management System (PIMS) as well as content and system design, implementation and maintenance. Facilitate integrated planning & reporting in accordance with the DOD PI Plan and technical indicator datasheets. Manage Performance Information interventions and / or facilitation and training on specialised Performance Information matters. Management of the sub-directorate to ensure effectiveness and productivity.

ENQUIRIES

: Mr P. Ramsing Tel No: (012) 355-5967

NOTE

: Applicants will be expected to undergo a competency test. Development of a report and a 10 minute presentation as part of the interview will be required.

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 14 March 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

MANAGEMENT ECHELON

- POST 07/03** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/22/03/03HO**
- SALARY** : R1 251 183 per annum, (all inclusive)
- CENTRE** : Provincial Office: Mmabatho
- REQUIREMENTS** : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical

Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee Labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 309 4969

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za

OTHER POSTS

POST 07/04 : **ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: HR4/4/1/303**

SALARY : R477 090 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Three (3) year relevant qualification in Statistics/ Economics/ Public Administration/ Performance Management. Four (4) years functional experience in Performance Management/ Statistics Services, of which three (3) years function at the Officer/ Senior Officer level. Valid Driver's License. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour legislation and relevant policies, Batho Pele Principles, Statistics and Database software packages, Functioning of DoL Labour Centres and Business Units, Labour Market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relation, Leadership, Data analysis, Analytical.

DUTIES : Analyse the performance information of the provincial Department of Labour for policy and planning purposes. Manage the implementation of Service Delivery Improvement Plans (SDIP) in the province. Manage the provincial resource centre/ library. Manage all the resources of the sub-unit.

ENQUIRIES : Mr MZ Marala Tel No: 043 701 3005

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Chief Director: Provincial Operations. Email: Jobs-EC@labour.gov.za

POST 07/05 : **TEAM LEADER REF NO: HR 4/4/8/103**
(Re-advertisement, applicants who previously applied must-reapply)

SALARY : R321 543 per annum
CENTRE : Labour Centre: Postmasburg
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational

Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Manage the finalisation of files of cases received and investigations conducted by the Inspectors, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases, Ensure that non-compliant employers are referred for prosecution within the relevant time frames, Responsible for staff managing resources in the Unit

ENQUIRIES : Mr R Mashibini Tel No: 053 313 1089
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley. Email: Jobs-NCPOS@Labour.gov.za (Postmasburg Labour Centre)

POST 07/06 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/8/07**

SALARY : R321 543 per annum
CENTRE : Springbok Labour Centre
REQUIREMENTS : Three (3) year qualification in Business Administration/Management; Public Administration/Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Services Act, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk as the first point of entry within the Registration Service, Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations, Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA, Attend to all complaints regarding legislation and follow up on pending complaints, Manage the resource of the section.

ENQUIRIES : Ms H Goci Tel No: (027) 718 1508/9
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCSPR@Labour.gov.za (Springbok Labour Centre)

POST 07/07 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES, INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/204**

SALARY : R176 310 per annum
CENTRE : East London Labour Centre
REQUIREMENTS : Matriculation/ Grade 12/ Senior certificate. No experience required. Knowledge: Administrative procedures relating to an office, filing and retrieval of documents, ability to operate fax machine and photocopier, data capturing. Skills: planning and organizing, Verbal and written communication, computer literacy, assertive, ability to prioritize tasks, ability to work under pressure.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and said files in the Directorate. Provide supply chain management support in the Directorate. Render Human Resources support services for the Directorate.

ENQUIRIES : Mr M Njamela Tel No: (043) 702 7500
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London. Email: Jobs-EC@labour.gov.za

POST 07/08 : **ACCOUNTING CLERK: FINANCE REF NO: HR4/4/1/123**

SALARY : R176 310 per annum
CENTRE : Provincial Office Eastern Cape
REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis.

DUTIES : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.

ENQUIRIES : Mr M Futshane Tel No: 043 701 3010
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Chief Director: Provincial Operations Email: Jobs-EC@labour.gov.za.

POST 07/09 : **OFFICE AID: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/5/205**

SALARY : R124 434 per annum
CENTRE : East London Labour Centre, Eastern Cape
REQUIREMENTS : Standard 8/ Grade10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Mr. M Njamela Tel No: 043 702 7500
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London. Email: Jobs-EC@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and The Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria and Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- CLOSING DATE** : 14 March 2022
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- ERRATUM:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 06 dated 18 February 2022, The Requirements has been amended as follows (1) Director: Forestry Sector Transformation: (Pretoria) with Ref No: FOM01/2022, Post No. 06/19; An appropriate Undergraduate qualification in Forestry/ Natural Science/Public Administration/Community Development or relevant qualification within the related field (NQF level 7) as recognized by SAQA. Duties have been amended as follows Ensure coordination and administration of the Forest Sector Charter Codes. Ensure effective functioning and funding of the Forest Sector Charter Council. Facilitate the development and ensure effective implementation of the Forestry Transformation Strategy and priorities. Manage and facilitate the development of capacity for transformation in the sector. Implement the transformation sector calendar. Conduct surveys, data analysis and implement intervention plans. Coordinate the reporting process for participants. Facilitate funding to promote and support transformation of the sector. Ensure

coordination and facilitation for the growth of the sector in line with the Masterplan. Ensure governance structures required for the implementation of the Masterplan are operational. Monitor and evaluate targets set in the Masterplan. Promote and monitor the implementation of transformation programmes. Facilitate the development of a database for vulnerable groups (i.e., youth, women, people living with disabilities and communities) within the forestry sector. Create awareness on sector forestry programmes with specific reference to Masterplan and the Transformation Charter. Liaison with key sector role players to promote the implementation of the Forest Sector Charter and the Masterplan. Enquiries have been changed as follows, (2) Office Administrator: (Pretoria) with Ref No: FOM09/2022, post no: 06/29; Ms Pumeza Nodada, Tel No: 012 309 5702. The closing date has been extended to 28 March 2022.

OTHER POSTS

- POST 07/10** : **STATE VETERINARIAN: AQUATIC ORGANISMS REF NO: FIM09/2022**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package, conditions apply)
- CENTRE** : Cape Town (Sea Point Aquarium)
- REQUIREMENTS** : BVSC degree in Veterinary Science or equivalent qualification as recognized by the South African Veterinary council, 3 year relevant experience in veterinary services, Registration with the South African Veterinary Council (certified copy of valid registration certificate must be attached) and a valid motor vehicle Driver's license. Knowledge and/or understating of: Aquatic Animal Health, aquaculture and production systems and related diseases disease management protocols; the South African Veterinary Council (SAVC) and its requirements as well as the World Organization for Animal Health (OIE) Aquatic Animal Health Code, Veterinary law and its application, project planning and management principles. Skills: Good communication (both verbal and written), Planning and organizing, Conflict management, Financial management, Negotiation, Leadership and interpersonal. Personal Attributes: Strategic, analytical and creative thinking, Innovative and proactive, Ability to gather and analyze information, Ability to lead a team and Sense of responsibility, loyalty and determination.
- DUTIES** : The incumbent's responsibility will be: Veterinary import and export control for aquatic organisms: Conduct biosecurity audits of all registered aquaculture farms, Conduct stock inspections of all registered grow-out aquaculture farms with necessary sampling, evaluation and sample storage for each stock inspection, Provide veterinary import control support for the Department; Support and contribute to current aquatic animal health research activities: Provide veterinary support for the Departmental aquaculture facilities Biosecurity Programme as the Biosecurity Coordinator and attending veterinarian for the facilities, Convene bi-annual Aquatic Animal Ethics Committee (AAEC) meetings, Screening of aquaculture research proposals prior to submission to the AAEC, Conduct annual revision of the AAEC Standard Operating Procedures (SOP); Support the development, implementation and review of aquatic animal health legislation, policies, guidelines and programmes: Participate and contribute to the functioning of the National Aquatic Animal Health Working Group (NAAHWG) by assisting with coordination of bi-annual meetings and promoting communication amongst members, Provide technical input during the review of existing programmes, permit conditions, and ensure alignment with international standards and domestic legislation as it relates to aquatic animal health, Represent the DFFE at the bi-annual Sanitary and Phyto-Sanitary (SPS) and Technical Barriers to Trade (TBT) meetings, Periodic review the residue control programme, oversee the implementation of the aquatic animal health and biosecurity programmes; Perform administrative and related functions for the Sub-unit Aquatic Animal Health: Provide input into monthly sub-unit reports , Contribute to quarterly progress and technical reports for the Directorate: Sustainable Aquaculture Management and Supervise staff in terms of functions and performance outputs.
- ENQUIRIES** : Mr. A. Njobeni Tel No: (021) – 402 3065; email: ANjobeni@environment.gov.za

POST 07/11 : **CONTROL BIODIVERSITY OFFICER GRADE A: PROTECTED AREAS LEGISLATION AND MANAGEMENT EFFECTIVENESS REF NO: BC01/2022**

SALARY : R502 647 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 4-year Bachelor's Degree (NQF 8) in Natural Sciences/ Environmental Sciences or equivalent qualification plus six (06) years post qualification experience in related field. Knowledge and experience in protected area management; and in the development or implementation of protected areas performance monitoring systems. Knowledge of management effectiveness methodologies. Knowledge of legislative frameworks regulating environmental management, biodiversity, and protected areas management. Knowledge of the PFMA and supply chain management processes. The incumbent must possess the following skills and abilities: programme and project management, facilitation and coordination, data collection and analysis, communication skills, report writing, problem solving/conflict management, intermediate computing and applications, must be able to work independently, under-pressure and within a team. A valid code 08 driver's license and willingness to travel long distance for an extended period.

DUTIES : Provide support for the development of policy and legislation for protected areas. Ensure effective implementation of the National Environmental Management: Protected Areas Act (Act No.57 of 2003). Facilitate the development and implementation of financing strategies/plans for protected area management. Evaluate the effectiveness of Protected Areas Management. Provide technical support in the review and monitoring of management plans for national protected areas.

ENQUIRIES : Ms Amanda Dana-Mfikili, Tel No: 012 399 9830

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Potential candidates can apply online at [GTAC Online Vacancies Application Form](#) Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 14 March 2022 at 12pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department, a new Z83 that was issued by DPSA in 2021). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV, copies of qualifications (originally certified copies of qualifications will be limited to shortlisted candidates), and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by GTAC. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 07/12** : **FINANCIAL ANALYST JOBS FUND PMU REF NO: G05/2022**
(Term: 24 Months Fixed-Term Contract)
- SALARY** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF Level 7) in Accounting, Finance or Economics. A postgraduate qualification will be an added advantage. A minimum of 4 years' experience in financial reporting, auditing, and financial analysis. Public sector and grant management experience will be an added advantage. Competencies Required: Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, and assets are safeguarded; and those revenues and expenditures applicable to operations are properly recorded and accounted. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit The term clients" refers to both internal and external clients. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email).
- DUTIES** : To analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that

contribute directly to enhanced employment creation in South Africa. Jobs fund regulatory framework: Prepare and maintain mandated documents as required. Review JF policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Jobs fund applications and investment opportunities appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs fund portfolio of investments analysis: Jobs fund portfolio of investments analysis. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post investment. Jobs fund performance and reporting: Coordinate with other members of the JF PMU to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs fund support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442. Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Applications should be submitted to recruitment@health.gov.za quoting the reference number
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 14 March 2022
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 07/13** : **EMS DISTRICT MANAGER GRADE III REF NO: NDOH 8/2022**
Chief Directorate: Emergency Medical Services and Disaster Medicine
- SALARY** : Grade 3: R846 033 per annum. Salary grade will be determined in accordance with the above requirements as per the OSD.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree qualification (NQF 7) as recognised by SAQA in Emergency Medical Care. Registration with the Health Professional Council of South Africa (HPCSA) as an Emergency Care Practitioner. A National Diploma or Bachelor's Degree in Disaster Management will be an advantage. Registration with the HPCSA as paramedic or ECP and a minimum of three (3) years appropriate experience. A proven experience in Emergency Medical Services, Management competencies, policy development and analysis and interaction with key role players in health care. Knowledge of National Health Act and the regulations pertaining to the Act, knowledge and understanding of policies related to facilities development and planning as well as related Acts and regulations. Knowledge of Public Finance Management Act (PFMA), Disaster Management Act 57/2002, and understanding of the legislative framework governing the Public Service. Good leadership, organisational, analytical, planning, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently, high pressured environment and with the team and work irregular hours. A valid driver's licence.
- DUTIES** : Develop, facilitate and monitor of the implementation of National Regulation, policy or programmes related to disasters. Represent and manage government or non-government district/provincial/national or international special events for the department of Health. Contribute to the development, implementation and

monitoring of policies for response to district/provincial/national and international disasters. Undertake co-ordination and facilitation of the implementation of emergency preparedness plan for possible major incidents/disasters. Support units within NDOH and sector departments on transversal matters.

ENQUIRIES

: Mr Raveen Naidoo at Tel No: 081 324-5555

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- CLOSING DATE** : 18 March 2022 Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a comprehensive CV and copies of qualifications and Identity Document or any other relevant documents. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence

OTHER POSTS

- POST 07/14** : **ASSISTANT DIRECTOR: NETWORK & TELEPHONY SYSTEM ADMINISTRATOR (MIND ADMINISTRATOR)**
Chief Directorate: Information and Communication Technology (ICT)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09), plus a non-pensionable cash allowance
Pretoria
Applicants must be in possession of an undergraduate qualification (NQF Level 6) in Information Communication Technology (ICT) or related fields. At least 3 years' experience in related field Experience in Networks management and monitoring tools (Sola-Winds) will be an added advantage Marval Service Management experience will be an added advantage Cisco Certified Network Profession Certificate (CCNP) will be an added advantage Competencies: Knowledge and understanding of Information Management best practices such as Information System Audit and control Association (ISACA) Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework. Knowledge of Network management system tools Knowledge of Telephony billing management system tools Planning and Organising Ability to work under pressure.
- DUTIES** : Provide technical support for unified communication environment components and related systems Provide Network and Telephony surveillance monitoring for the department Manage and maintain the Network and Telephony Management Systems Plan and prepare statistical reports to benchmark network and telephony usage and availability Plan and execute growth expansion for the Network and Telephony Management Systems.
- ENQUIRIES** : Mr J Kgomo, Tel No: (012) 351 0715 / Ms B Gubevu, Tel No: (012) 351 0327 / Ms W Matlala Tel No: (012) 351 0514
- APPLICATIONS** : Please e-mail your application to ASDNTSA22@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
- POST 07/15** : **DOMAIN SECURITY ADMINISTRATOR**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09), plus a non-pensionable cash allowance
Pretoria
Applicants must be in possession of NQF Level 6 (National Diploma) qualification in Information Technology or related fields as recognized by SAQA. An undergraduate qualification (NQF Level 7) in ICT N +/- S+/ Microsoft Certified/ Exposure to Microsoft technologies such as Active Directory, Exchange, Azure, Device Management, etc 3 - 5 years of technical experience in the ICT 5+ experience in ICT operational environment. Competencies: Understanding of Legislative Framework governing ICT Security e.g.

Electronic Communications and Transactions (ECT) Act, SITA Act 28 of 2002, Protection of Personal Information (POPI) Act; MISS & NCPF Knowledge of Information Security Management best practices such as ISO 2700X and Information Systems Audit and Control Association (ISACA); KING IV Knowledge of ICT Governance Frameworks such as ITIL, CobiT and Corporate Governance of ICT Policy Framework (CGICTPF) Extensive knowledge of security technologies for perimeter, end point security and security management tools Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and The Open Group Architecture Forum (TOGAF) Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities Planning and Organising Good analytical and problem-solving skills

DUTIES : Identity and Access Management Endpoint Security Management Email Security Internet Security Management

ENQUIRIES : Ms Bildokwe, Tel No: (012) 351 0318 / Ms B Gubevu, Tel No: (012) 351 0327

APPLICATIONS : Please e-mail your application to DSA22@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

POST 07/16 : **2ND LINE NETWORK ENGINEER (X3 POSTS)**

SALARY : R382 245 per annum (Level 09), plus a non-pensionable cash allowance
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of NQF Level 6 (National Diploma) qualification in Information Technology or related fields as recognized by SAQA. CCNA routing and switching At least 2-3 years' experience within Networks Support environment Experience in IP Telephony environment will be an added advantage Experience in network monitoring tools will be an added advantage Competencies: Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework. Knowledge of ICT infrastructure management tools Knowledge of Solar Winds Network Monitoring tools Planning and Organising Skills Ability to work under pressure Ability to work outside the normal working hours.

DUTIES : Provide network infrastructure maintenance and support globally Provide 24/7 network support services globally Provide network support service to the Department Monitor DIRCO global network including the integrated VOICE infrastructure on the routers across the globe Monitor continuous service improvement.

ENQUIRIES : Mr J Kgomo, Tel No: (012) 351 0715 / Ms B Gubevu, Tel No: (012) 351 0327 / Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to 2lne22@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 14 March 2022

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Application that do not comply with the above specifications will be disqualified A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 07/17 : **MASTER REF NO: 22/66/MAS**
(This is a re-advertisement: Applicants who previously applied may re-apply)

SALARY : R1 057 326 – R1 245 495 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Pietermaritzburg

REQUIREMENTS : An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master's environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver's license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Administration of estates; Communication skills; Computer literacy; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment.

DUTIES : Key Performance Areas: Provide strategic direction and direct operations of the Master of the High Court; Monitor and improve the administration of Guardian Funds service and deceased estates services; Manage, monitor and improve the administration of curatorship services; Manage, monitor and improve the administration of insolvency services and trust services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Durban; Provide effective people management.

ENQUIRIES : Mr. S. Maeko Tel: (012) 315 1996

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

NOTE : Preference will be given to women and people with disabilities.

OTHER POSTS

- POST 07/18** : **COURT MANAGER REF NO: 2022/38/GP**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Kempton Park
: Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; At least 3 years managerial or supervisory experience; Experience in office and district administration; Knowledge of Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Computer literacy. Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer literacy
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms R R Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
- POST 07/19** : **ASSISTANT DIRECTOR: PAYROLL: REF NO: 30/2022/WC**
(Directorate: Finance)
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Cape Town
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management; Three (3) years' experience in financial management of which 3 years must be at supervisory level; Knowledge of Public, procurement processes, financial administration processes; Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy skills; Applied strategic thinking; Budgeting and Financial Management skills; Communication and Information Management skills; Diversity Management skills; Managing interpersonal conflict and resolving problems; Planning and organising skills; Project Management; Team leadership; Research and analytical skills; Accuracy and attention to details; Payroll administration; Budget Management and costing
- DUTIES** : Key Performance Areas: To provide a financial support service to the Regional Office; Coordinate payment processing; Budget Management; Provide financial Accounting Services; Provide Banking and Cash Management; Coordinate Audit etc.
- ENQUIRIES APPLICATIONS** : Ms M Zietsman Tel: (021) 462 5471
: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.
- FOR ATTENTION** : Ms W Nguyuzza
- POST 07/20** : **ASSISTANT DIRECTOR: GENDER REF NO: 22/55/DG**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: LLB, B.Proc or equivalent qualification; A minimum of three years' experience in policy and legislative development, gender mainstreaming, gender equality and related matters; 3 years must be at supervisory level; Knowledge of Public

Service Regulations, Acts and Treasury Regulations; Knowledge of South African legislative process and gender equality related legislation. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Word, Excel, Power Point and Outlook); Interpersonal relations; Report writing skills; Ability to interpret and apply legislations, policies and regulations; Analytical skill; Planning and organizing; Knowledge management Project management.

DUTIES : Key Performance Areas: Facilitate a gender-based review of Legislation and Policy and to integrate gender equality analysis to legislation and policy development; Conduct research for monitoring and evaluation purposes and information policy and legislative development; Liaise and facilitate a working relationship with the SALRC, Legislative Development, Constitutional Development Branches and the Department of and Portfolio Committee on Women, Children and people with disabilities including LGBTIQ+ Communities; Create awareness with regards to addressing gender issues in partnership with Civil Society Organizations, NGOs and CBOs.

ENQUIRIES : Ms. MD Modibane Tel No: (012) 315 1668
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply.

POST 07/21 : **ADMINISTRATIVE OFFICER REF NO: 21/93/FS**
(Re-Advertisement)

SALARY : R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office: Reitz
REQUIREMENTS : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management

DUTIES : Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office; Perform any other duties necessary to ensure smooth office running.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800
APPLICATIONS : Please Direct Your Applications To: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 11 March 2022 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POST

- POST 07/22** : **ASSISTANT DIRECTOR: LABOUR RELATIONS, EMPLOYEE HEALTH & WELLNESS AND SPECIALISED SERVICES REF NO: 012/2022**
Sub-Directorate: Labour Relations and Employees Health & Wellness
- SALARY** : R382 245 per annum (Level 09) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF 6) in Human Resource Management/Labour Law/Industrial Psychology or related field with at least 5 years appropriate experience of which 3 years must be in a labour relations and employee health and wellness environment and 2 years at supervisory level. An NQF 7 qualification as well as supplementary EHW & LR related courses will serve as an added advantage. The ability to demonstrate sound knowledge of practices and policies (i.e. the Public Service Act, Labour Relation Act, Public Service Regulations and DPSA Determinations). High level of computer literacy and sound knowledge of the Microsoft Office suite. PERSAL training, excellent communication and organisational skills. Must have a valid Driver's license.
- DUTIES** : The successful candidate will be responsible for all aspects relating to Employee Health and Wellness and labour relations. Implement and monitor effective Employee Health and Wellness programmes in the department. Develop, revise and facilitate the approval of LR and Employee Health and Wellness policies. Management of Discipline, Grievance and Disputes in the department according to prescripts. Conduct or facilitate the investigations of all alleged cases of misconduct. Represent the department during disciplinary hearings. Manage employer-employee relations by ensuring that appropriate corrective measures are implemented. Facilitate the resolution of grievances in the department. Train staff on the Grievance (Labour Relations) procedure. Represent the department in disciplinary hearings (repetition). Capture the (LR cases) grievances on the internal Labour Relations statistics template and Persal. Implement effective transformation and HIV programmes, diversity and employment assistance in the department. Promotion of gender mainstreaming within the department. Provide training on gender mainstreaming to all employees. Coordinate wellness management. Coordinate the health and productivity management. Promote mental health, facilitate stress management, facilitate counselling and facilitate employees personal-health and management. Facilitate the prevention of infection rate of HIV, STI and TB. Effective coordination of collective Bargaining. Manage strike action within the department. Perform secretariat duties for the Departmental Bargaining Council (DBC).
- ENQUIRIES** : Ms M Masilela, Tel No (012) 312

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus
Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
- CLOSING DATE** : 11 March 2022 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign

and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will Not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 06 dated 18 February 2022 (1) Deputy Director: Human Resources Management Ref no: 2022/50, erroneously advertised with salary R744 255 per annum, the correct salary: All inclusive salary package of R882 042 per annum. (2) Artisan Foreman Electrical Workshop Ref no: 2022/59 (X1 post), was advertised with the incorrect Requirements: Grade 10 plus five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance. (Wireman's License), the correct requirements are as follows: Requirements: Grade 10 plus five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. (3) Chief Works Manager: Electrical Ref no: 2022/62 (X1 Post) Facility Management, was erroneously advertised with salary of R299 709 per annum. The correct salary is as follows: R321 543 per annum. (4) Senior Security Officer: Security Management Ref no: 2022/71, was erroneously advertised with salary of R176 310 per annum, the correct salary is as follows: R176 310 per annum

OTHER POSTS

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| <u>POST 07/23</u> | : | <u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/76</u> |
| <u>SALARY</u> | : | R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service) |
| <u>CENTRE REQUIREMENTS</u> | : | Bloemfontein Regional Office A three year tertiary (NQF level 6) qualification in Supply Chain Management, Public Administration, Finance or Procurement or related equivalent qualifications and extensive relevant supply chain management, moveable asset management, provisioning administration, Logis, BAS, Procurement experience at a Supervisory or middle management level. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management, willing to adapt work schedule in accordance with office requirements. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: A successful candidate must be skilled /competent in the following: Supply chain management; contract management; analytical problem solving; planning; facilitation; communication; financial management; organization skills; people management and empowerment; conflict resolutions; change management; sound interpersonal relations; negotiation and sound management skills. The successful candidate must be a team player and a strategist with Good verbal and written communication skills; basic numeracy; diplomacy skills; decision making skills; numeracy; statistical skills. Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently. |
| <u>DUTIES</u> | : | Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management) -:Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan an obtain approval; Manage the execution of the acquisition management plan; Monitor and review the acquisition management activities; Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process-: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents, Manage the compilation of the list of prospective providers: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and |

adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required, with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

- ENQUIRIES** : Mr Don Manus / Ms T Zulu, Tel: (051) 408 7397 / (051) 408 7306
- POST 07/24** : **DEPUTY DIRECTOR: LOGISTICS AND PROVISIONING REF NO: 2022/77**
- SALARY** : R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Finance or SCM/Logistics/Purchasing /Finance/Public Administration/ Procurement, Relevant working experience at an ASD level. Knowledge: Supply Chain Management Framework, Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Knowledge of government transversal financial systems that is Logis, Bas and Persal, Treasury Regulations, Preferential Procurement Policy Framework, Public Service Regulations, Provisioning administration and travel management practices, Financial management. Skills: Project management, management skills, problem identification and solving skills, organizational presentation skills, numeracy, relationship management, interpersonal and diplomacy skills, decision making skills, motivational skills, negotiation skills, conflict management, advanced verbal communication and report writing skills, computer skills in Excel and Word. Personal Attributes: High ethical standards, ability to conduct business with integrity, ability to promote mutual trust and respect, creative, solution orientated, highly motivated and Ability to meet tight deadlines whilst delivering excellent results
- DUTIES** : Ensure implementation and maintenance of logistics services policies and procedures, ensure compliance with all relevant policies, provide operational support to regions, ensure implementation and compliance to Supply Chain Management Framework and policies, facilitate training of all employees with regards to policies and procedures related to logistical services. Manage logistical services-Manage all contractors related to logistics. Manage procurement of assets, services and supplies in the Logistical services section; Establish and manage service level agreements with service providers. Management of logistical services budget.Management of transport and travelling, reporting, archive and office services sections –Manage the Online Travel Booking System. Manage all aspects in the travelling section. Ensure effective management of fleet and subsidised vehicles. Ensure effective management of office services (as per the National Safety Regulations) and archives (according to the National Archive Act guidelines and prescripts). Ensure effective management of S&T, damages and losses, financial reporting and reconciliations. Manage the Sub-directorate-: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Manage HR and plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Ms E Kruger, Tel: (012) 406 1437
- POST 07/25** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/78**
- SALARY** : R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Financial Management or related. Extensive related financial management experience at supervisory/management level (ASD). Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act. National Department of Treasury regulations, guidelines and directives. Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Budget systems and procedures. Government Financial Systems. Supply Chain Management. Financial prescripts (GAAP and GRAP). SKILLS: Good verbal and written communication skills; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; hard-working; ability to work independently.
- DUTIES** : Coordinate the revision of policies, internal controls and improved processes:- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Monitor compliance with financial prescripts. Evaluate strategies and processes in order to continually improve them. Manage Departments bank accounts (Trading Entity - Manage the information on the inflow and outflow of funds. Spread the PMG Account into monthly allocations. Authorise all telegraphic payments. Ensure that all transactions are supported by authentic and verifiable source documents. Ensure that all payments are within each units' budget. Ensure that cashier, banking, debt management and monitoring services are rendered. Ensure that all signatories are duly authorised. Investigate suspense account balances. Compile financial statements. Manage the financial revenue, expenditure management and accounting:- Monitor revenue collected and expenditure incurred and submit reports and plans as required. Administer and implement revenue management system. Manage departmental expenditure and payments system. Provide advice and guidance to role players on revenue and expenditure procedures. Manage and monitor accounting and bookkeeping functions. Ensure that creditors are paid within 30 days. Monitor ageing analysis and remind regional offices to process all unpaid invoices with proper action messaging. Implement a dashboard for tracking and resolution of queries from suppliers. Implement measures for improving audit outcomes and risk management:- Assess management report and implement audit plan. Report progress on the audit plan. Review of audit files and annual financial statements to ensure compliance with GRAP. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Reduce exposure to risk through sound corporate governance. Assess risks of the sub-directorate and update the risk register. Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures. Control documentation and safeguard source documents. Manage the Sub-directorate:- Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Mr H Abrahams, Tel: (012) 406 1270
- POST 07/26** : **DEPUTY DIRECTOR: MOVABLE ASSET MANAGEMENT: SCM REF NO: 2022/79**
- SALARY** : R744 255 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management Service
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Financial/Asset Management or relevant qualification, relevant working experience in provisioning or built environment. Ability to work for long hours; A Valid driver's licence. Knowledge: Knowledge of Accounting and Business Processes; Structure and functioning of the Department; Business functions and processes of the Department;

Supply Chain Management; Financial Systems (LOGIS and BAS); Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. Skills: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Project Management; Computer Literacy. Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive; Hardworking; Trustworthy; Self-motivated; Ability to work independently.

DUTIES : Manage the movable asset processes:-Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department; Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers; Monitor and review the allocation of assets to asset holders; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures; Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Ensure effective management and administration of the moveable asset management -manage the life cycle of movable assets; develop and implement policies , processes for efficient management of moveable assets; conduct asset verification for Head Office and Regional Offices; conduct theoretical asset reconciliation between LOGIS and BAS; Monitor and review the capturing of all physical (movable and immovable) assets in the physical asset management registers: compile and consolidate both head office and regional office reconciliation to produce a consolidated departmental register; ensure effective execution of all functions pertaining to Moveable Asset Management; manage stock audits and stock takes, asset identification, bar coding and standardization of asset naming and description; manage stock discrepancies and disposal process; ensure optimal utilization of assets; Manage the Sub-directorate:-Ensure maintenance of discipline; Manage performance and development; Establish, implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Manage procurement and asset management for the sub-directorate; Plan and allocate work; Quality control of work delivered by employees.

ENQUIRIES : Mr H Sigwavhulimu, Tel: (012) 406 1319

POST 07/27 : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE SUPPLY CHAIN MANAGEMENT EXECUTIVE REF NO: 2022/80**

SALARY : R744 255 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management Service

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary (NQF level 6) qualification in Social Science, Administration, Building Sciences, and Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/ workshops (venues, travel, catering etc.); manage due dates of

correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG’s office. Risk and compliance management-Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

ENQUIRIES

: Mr H Abrahams, Tel: (012) 406 1270

POST 07/28

: **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2022/81**

SALARY CENTRE REQUIREMENTS

: R480 927 per annum (All-inclusive OSD salary package)
 : Head Office (Pretoria)
 : A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years’ experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver’s licence. Knowledge: Specialized knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. SKILLS: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES

: Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with

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| | | Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided. |
| <u>ENQUIRIES</u> | : | Mr C Makgoba, Tel: (012) 406 1613 |
| <u>POST 07/29</u> | : | <u>SENIOR LEGAL ADMINISTRATION OFFICER: MR6 REF NO: 2022/82</u> (Twelve (12) Months Contract) |
| <u>SALARY</u> | : | R480 927 per annum (All-inclusive OSD salary package) |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Knowledge: Specialized knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. SKILLS: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation. |
| <u>DUTIES</u> | : | Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided. |
| <u>ENQUIRIES</u> | : | Ms P Penxa, Tel: 021 402 2028 |
| <u>POST 07/30</u> | : | <u>ASSISTANT DIRECTOR: SYSTEM ADMINISTRATOR (WEB) REF NO: 2022/83</u> |
| <u>SALARY</u> | : | R477 090 per annum |
| <u>CENTRE</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A three year tertiary (NQF level 6) qualification in ICT or equivalent qualification. Relevant experience in the field. Willing to adapt work schedule in accordance with professional requirements. Knowledge: Knowledge of basic computer hardware, software and networking protocol. Knowledge and understanding of telecommunications. Skills: Resourceful. Solution orientated. Creative. Ability to work under stressful situations. Ability to communicate at all levels. Highly motivated. Ability to work independently. Leadership abilities. Personal Attributes: Analytical thinking; Solution orientated – ability to design |

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| <u>DUTIES</u> | : | ideas without direction; Ability to work under stressful situations and meeting deadlines; Self-motivated, innovative, able to use own initiative and creative. Facilitate the registration of Management Information Systems users. Create user ID and monitor Management Information System (System Parameter) user access and provide support to users. Conduct user verification and management for the security of the Management Information System. Monitor faulty/rejected transaction to be implemented on the Management Information System. Grant or deny approval for the utilization of the system to users in line with their core functions. Ensure optimised utilisation of Management Information System. Provide training on Management Information Systems: Plan training interventions with project implementers. Provide training to Management Information Systems users. Organise capacity building session on the systems. Provide technical support during training sessions. Assist with system training coordination. Provide help desk support on Management information systems: Handle day-to-day queries. Liaise with IS for IT related queries. Administer system query database. Attend to system related queries and refer accordingly. Develop and monitor the Management Information System exception reports and statistics. The efficient reporting on the Management Information Systems: Assist with the management of data capturing. Identify gaps and liaise with IT on technical related matters. Provide technical support to system user. Respond to system related queries. |
| <u>ENQUIRIES</u> | : | Mr K Nekhumbe, Tel: (012) 406 1738 |
| <u>POST 07/31</u> | : | <u>ASSISTANT DIRECTOR: REGIONAL AUDIT SUPERVISOR REGIONS REF NO: 2022/84</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 per annum Head Office (Pretoria) A three year tertiary (NQF level 6) qualification in Auditing, Accounting, Internal Audit Technician (IAT). Extensive practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL and Professional Internal Auditor (PIA) will be an added advantage. |
| <u>DUTIES</u> | : | Supervise audit field work and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Ensure adequate audit working paper development and review. Evaluate audit findings. Develop conclusions on audit findings. Develop draft and final internal audit reports. Discuss the internal audit report with Audit Manager. Transfer auditing skills to Internal Auditors and Internship students. |
| <u>ENQUIRIES</u> | : | Mr. B Motlhamonyane Tel No: (012) 406 1159 |
| <u>POST 07/32</u> | : | <u>PMTE: SENIOR ADMINISTRATION OFFICER: FINANCE & ADMINISTRATIVE SERVICES REF NO: 2022/85</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R321 543 per annum Head Office (Pretoria) A three year tertiary qualification National Diploma in Public Administration / Management or related qualification. Relevant administration experience. Willing to adapt work schedule in accordance with office requirements. Knowledge: Government regulatory framework. Minimum Information Security Standards (MISS) Act. Departmental strategic goals and objectives and service delivery programmes. Built environment industries and related professional bodies. Public Finance Management. Public Service Regulation. Public Service Act. National Minimum Information Requirement. Regulations of the National Archives and records Service of South Africa Act and related records management processes. Archive standards and procedures Skills: Effective communication (verbal and written). Report writing. Computer literacy. Statistical analysis. Interpersonal and diplomacy skills. Problem solving skills. Solution oriented Personal Attributes: People orientated. High level of reliability. Resourceful. Self-motivated. Multilingual. Creative |
| <u>DUTIES</u> | : | Provide effective management of documents: Receive, register and allocate reference number to the received correspondence. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Forward correspondence to the Chief Director for action. Redirect |

correspondence to Directorates as per CD instruction/action and maintain copies documents. Make follow up on referred correspondence/submission. Coordinate feedback from Directorates, refer to the CD (as feedback on the assigned task) and dispatch accordingly. Renders administrative support services: Record the engagements of senior managers. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g progress reports, monthly reports and management reports. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit. Provides support to manager regarding meetings. Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform them on the contents. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangement for meetings when required. Ensures effective and efficient management of the records: Maintain the database/register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy for ODG. Manage the system of tracing and tracking correspondence. Supports all Directors' with the administration of the budget:- Collects and coordinates all the documents that relate to the office budget. Assist manager in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the manager. Compares the MTEF allocation with the requested budget and informs the manager of changes.

- ENQUIRIES** : Mr H Abrahams, Tel No: (012) 406 1270
- POST 07/33** : **SENIOR ADMINISTRATIVE OFFICER: ACQISITION MAN (SCM) REF NO: 2022/86**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Cape Town Regional Office
: A three year tertiary (NQF level 6) qualification in Public Administration or Supply Chain Management or Contract Management plus appropriate experience in Demand or Acquisition, Contract or Compliance/Internal unit. Legislative Requirements: Knowledge of Public Finance Management Act, National Treasury Regulations, and Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework. Good understanding of supply chain management procedures and prescripts. Ability to develop, interpret and apply policies, and legislation. Key Skills: Communication (verbal and written), Computer, problem solving, planning, organizing, interpersonal, Ability to work under stressful environment, decision making, basic numeracy skills, project management skills, analytic skills and ability to communicate at all. Must be in possession of a valid driver's license (at least Code B).
- DUTIES** : Supervise and provide operational and strategic guidance on SCM Processes (Advertising, Evaluation and Adjudication). Provide secretariat support to the Bid Committees. Quality checking of all submissions to BID Committees. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Provide comprehensive response to internal and external clients. Custodian for all records of awards approved by Bid Committees. Co-ordinate and make presentation on compulsory site meetings within Western Cape Municipalities. Monitor compliance with Supply Chain Management Legislations, policies, procedures and related subscripsts. Perform any other assigned duties in relation to the implementation of the supply chain management. Management and development of staff.
- ENQUIRIES** : Mr. D. Magida, Tel No: (021) 402 2076

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| <u>POST 07/34</u> | : | <u>LEGAL ADMINISTRATION OFFICER (MR4) REF NO: 2022/87</u> |
| <u>SALARY</u> | : | R315 225 per annum (All-inclusive OSD salary package) |
| <u>CENTRE</u> | : | Head Office (Head Office) |
| <u>REQUIREMENTS</u> | : | An LLB (or as otherwise determined by the Minister of Justice and Constitutional Development); 5 years' appropriate post qualification legal experience. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Knowledge: Constitution of the Republic of South Africa; Mandate and Functions of the Department; System and Operation of South African Courts of Law; Interpretation of Legislation; Functioning of National, Provincial and Local Government; Employment Equity Act and related policies; PFMA; Public Service Act; Promotion of Access to Information Act; Magistrates Court Act; Supreme Court Act; Promotion of Administrative Justice Act. Skills: Legislation drafting skills; Excellent communication; Research and Application of the Law; Report writing skills; Organising and planning; Computer literacy; Analytical thinking; Interpersonal skills; Time management; Motivational skills; Ability to provide professional in-house legal assistance and advice. Personal Attributes: Innovative; Creative; Resourceful; Trustworthy; Hardworking; Assertive; highly motivated; People orientated; Ability to work independently; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work effectively and efficiently under pressure. |
| <u>DUTIES</u> | : | Provide litigation services:-Search and find all relevant documents for instituting and conducting an action, application and proceeding. Consult with clients, witnesses, colleagues, advocates, experts and any other relevant persons. Study court records, police dockets, contract, witness statements, case and other law. Prepare court documents which includes pleadings; affidavits, opinions, heads of arguments, notices, briefing documents applications and others; Prepare cases for court by issuing subpoena, prepare witnesses and experts for court, paginate and index court and own files; Appear in court, lead evidence, and cross-examine witnesses and present legal argument. Provide legal drafting services: Consult with client and other persons to obtain information required for the drafting of contracts to be entered into; Research the law applicable to the specific contracts; Draft the contracts and forward them for signature; Drafts documents that comply with the standards and requirements of the courts and any other statutory requirements; Use precedents appropriately; Draft a legally effective and enforceable document. Provide dispute resolutions services: Obtain all relevant information and documents from respective parties; Consult with officials; Research the law for guiding principles; Make a ruling based on available evidence; Furnish respective parties with decision; Understand and apply mediation, arbitration and conciliation skills and practice; Preside over arbitration matters, consider and after hearing legal arguments, make an award that is legally justifiable. Provide administration and advocacy support on legal matters :-Receive and peruse correspondence from the various offices of the State Attorney and draft responses thereto; Receive and peruse pleadings received from the offices of the State Attorney to ensure that they are in accordance with the instructions of the Department; Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims. Conduct legal research:-Consult and read legislation applicable in a particular matter; Refer to applicable precedent and read on case law; Consult and read legal text including on-line publications; Identify, interpret, and apply results of research; Present motivation/proposals on the how the specific case should be approached to obtain a desirable/ justifiable outcome / result. |
| <u>ENQUIRIES</u> | : | Mr C Makgoba, Tel: (012) 406 1613 |
| <u>POST 07/35</u> | : | <u>ARTISAN PRODUCTION GRADE C: PAINTING REF NO: 2022/88</u> |
| <u>SALARY</u> | : | R266 109 per annum (OSD salary package) |
| <u>CENTRE</u> | : | Durban Regional Office |
| <u>REQUIREMENTS</u> | : | A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act. |

DUTIES : Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

ENQUIRIES : Mr MM Zuma, Tel: (072) 406 5212

POST 07/36 : **PERSONAL ASSISTANT TO THE SUPPLY CHAIN MANAGEMENT EXECUTIVE REF NO: 2022/89**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Head Office (Pretoria)
: A three year tertiary (NQF level 6) qualification in Management Assistant, Secretariat, Office Management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.

DUTIES : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

ENQUIRES : Mr H Abrahams, Tel: (012) 406 1270

POST 07/37 : **ARTISAN PRODUCTION GRADE A: PAINTING REF NO: 2022/91**

SALARY CENTRE REQUIREMENTS : R193 512 per annum (OSD salary package)
: Durban Regional Office
: A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act.

DUTIES : Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

ENQUIRIES : Mr MM Zuma, Tel: (072) 406 5212

POST 07/38 : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2022/90**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Durban Regional office
: Senior Certificate/Grade 12 or equivalent qualification plus experience.

DUTIES : Update asset register of movable assets and identification of heritage and antique assets, verify assets within the regional environment, assist in managing stock audits and stock takes, barcoding and standardisation of asset naming and description. Update asset information on relevant system: Provide support with the provisioning of goods and services: Receive and issue stock, issue stationary to users, replenish stock items, change item classes. Maintain stock levels on the LOGIS system: Monitor stock levels, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with regard to the resolution of audit queries: Gather information to resolve audit queries.

ENQUIRIES : Mr BH Khanyeza Tel No: 031 314 7038 / Mr A. Madyanty

POST 07/39 : **SUPERVISOR: CLEANING SERVICES: FACILITIES MANAGEMENT REF NO: 2022/92**
(This position is targeted for females and/ or a Persons with Disabilities)

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office
REQUIREMENT : Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Driver's license will serve as an advantage.

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

ENQUIRIES : Ms Modiehi Lamani Tel: (012) 310 5948.

POST 07/40 : **GROUNDSMAN REF NO: 2022/93**

SALARY : R104 073 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : ABET where applicable with relevant experience as a groundsman.
DUTIES : Ensure that the grounds/gardens are kept in good condition. Mowing the grass on a regular basis. Trimming hedges. Maintain flower beds and cut grass. Planting flowers. Removal of weeds and litter. Keep unauthorised people away from work area. Assist with washing and maintaining equipment in proper working order. Assist with cleaning protective equipment. Use of various hand and power tools. Any and all other duties assigned by line supervisor.

ENQUIRIES : Mr JC Mkhize, Tel: (031) 314 7096

POST 07/ : **CLEANER REF NO: 2022/94(5 POSTS)**

SALARY : R104 073 per annum
CENTRE : Umzimkhulu and Other Areas
REQUIREMENTS : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr S Ngcobo, Tel: (031) 3147176

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS : Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. District Johannesburg North (JN): Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel: (011) 694 9378,

CLOSING DATE : 11 March 2022

NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 07/41 : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (CIVIL ENGINEERING) REF NO: HO2022/02/60**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R882 042 per annum, (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate recognized four-year Degree (NQF Level 7) or equivalent in Civil Engineering plus minimum of 5 years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Prepare and update the Infrastructure Programme Management Plan of the Department. Prepare and update the Construction Procurement Strategy and Plan of the Department. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plans as prepared by Implementing Agents. Assess Initiation Briefs prior to proceeding to Stage 1: Initiation. Review and sign off on Stages 1 – 7 deliverables of Professional Service Providers as validated by the appointed Implementing Agents. Manage the performance the Implementing Agents. Manage cash flows of projects and prepare a credible commitment register. Conduct site visits and prepare progress reports. Assess all variations, compensation events and extensions of time. Monitor and report on progress with projects under construction. Manage the interface between the end-user/community structures and Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as the updating of the Infrastructure Reporting Model. Contribute to the annual needs analysis in terms of infrastructure, the annual infrastructure evaluation of projects and programmes and post occupations evaluations.

ENQUIRIES : Ms Winny Radzilani Tel No: 011 843 6540

POST 07/42 : **DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2022/02/56**
 Directorate: IT Systems and Support Services

SALARY : R744 255 per annum (An all-inclusive package)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : A recognised three-year National Diploma/Degree (NQF Level 6/7) in Computer Science /Information Technology/ Information Systems on programming or systems development. A certificate in Microsoft Software Development will be advantageous. A minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director level) in application software development. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience e.g. Google Maps API is an advantage, Server and back-end development experience. Knowledge of systems development, various development platforms, Project management, Application support, knowledge of legislative frameworks within the public sector. Knowledge of IT Policies and Systems Support. Strong IT Technical Skills, Ability to detect and resolve users queries on time, be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate e.g. SA SAMS. Valid driver's licence is essential.

DUTIES : Development and design of IT Application Systems. Investigate and conduct JAD sessions to verify application systems requirements. Analysis of business process models and development of user requirement specifications. Maintenance and Support of IT Application Systems. Train super users (end users) as administrators of newly developed systems. Liase with Help-Desk in response by providing technical support for existing applications. Continuous review, follow up and propose complex. Modifications/ enhancements, technical advice to improve current existing applications. Manage Systems Development Projects. Provide structured approach in the planning of projects. Monitor record keeping of Business requirements (Systems Specifications). Monitor the maintenance of Central Information Management Systems (CIMS) Database. Stakeholder Engagement and Management. Liase with clients and assist in the drafting of Business Requirements (Systems Specifications). Provide inputs in the development of systems development and data governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines.

ENQUIRIES : Ms. Meriam Phala Tel No: (011) 843 6713.

POST 07/43 : **DEPUTY DIRECTOR: IT PROJECT MANAGER REF NO: HO2022/02/57**
 Directorate: Institution IT Services Management

SALARY : R744 255 per annum (An all-inclusive package)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Project Management plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director level) within project management environment. Qualification in Information Technology /Information Systems/Computer Science will be an added advantage. Knowledge of the Treasury Regulations. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.). Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Good verbal and written communication. Project Management. Planning, analysis, conceptualizing and problem-solving. Change management. Financial management and Strategic Management skills. Valid driver's licence is essential.

DUTIES : Support the process of initiating and planning for ICT projects in schools. Determine school ICT needs and requirements. Develop resource plans and timelines to deliver against agreed ICT projects in schools. Draw up project plans that will support the delivery of various ICT projects in schools. Drive the execution of ICT project activities in schools. Track and manage requirements

during the project execution and incorporate changes into the requirements through the established change management process. Support the execution of all project activities and resolve or mitigate risks or issues that could impact the committed delivery of the project. Ensure that allocated resources are productive and focusing their efforts on the project deliverables. Monitor ICT project progress against the defined schedule and cost using project metrics used in the Department. Prepare documents for school's ICT project closure. Ensure accurate record keeping, document and content management of all project documents. Support schools during the implementation of their changes for the duration of a pilot or warranty period. Facilitate ICT training initiatives for schools. Conduct ICT training for schools. Oversee any outsourcing of ICT training delivery in schools. Provide advice and guidance with regards to ICT initiatives. Ensure the effective, efficient and economical management and utilisation of resources allocated. Ensure the effective utilisation and maintenance of all resources. Prepare, manage and oversee project budgets. Providing general supervision requirements.

ENQUIRIES

: Ms Mechelle Brink Tel No: (011) 355 1223

POST 07/44

: **DEPUTY DIRECTOR: SPECIAL INVESTIGATION REF NO: HO2022/02/58**
Directorate: Special Investigation

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (An all-inclusive package)
: Head Office, Johannesburg,
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director level) in the administrative or office support. Knowledge of Public Service Regulations and PFMA. Knowledge of Compilation of management reports and interpretation of policies. Good verbal and written communication skills, computer literacy, report writing, planning and organising, problem solving, minutes taking and interpersonal skills. Valid driver's licence is essential.

DUTIES

: Manage the provision of administration support within the special investigation. Ensure the provision of secretarial support to the Special Investigations Directorate. Manage the co-ordination of meetings including overseeing the logistics, transport arrangements. Ensure that responses are drafted and distributed to internal and external stakeholders. Manage the provision of support in the development and analyses of special cases reports. Scrutinize documents (Submission or reports) to determine actions/information/documents required. Ensure the collection and compilation of information regarding cases that needs to be investigated. Manage and coordinate any special cases enquiries referred to the Directorate. Manage and provide guidance on the implementation and maintenance of the administrative systems and procedures within the Office of the Directorate, Special Investigations. Establish, implement, and maintain effective processes/ procedures for information and documents flow to and from the Office. Monitor the implementation and maintenance of correspondence tracking system for all cases. Comply with policies, prescripts, and other processes and procedures within the Sub-Directorate. Manage staff. Determine and collate information regarding the budget needs of the Office. Monitor and evaluate the performance of the Staff in the Office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES

: Ms. Bulelwa Nghona Tel No: (010) 600 6536

POST 07/45

: **DEPUTY DIRECTOR: SCHOOL FINANCIAL GOVERNANCE AND MONITORING REF NO: HO2022/02/59**
Directorate: School Funding Management

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management, Accounting, Public Finance, Cost and Management and related qualification majoring in accounting/finance plus a minimum of 3 years relevant working experience in the financial management environment

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| | | at a Junior/Middle management level (Assistant Director/Deputy Director level). Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process. Skills: Excellent communication (verbal & written), interpersonal skills, Project Management, Problem Solving, Presentation, Analytical and Financial Management skills. Computer literacy, People management, Report writing and minutes taking, Facilitation, Planning and Organizing skills. A valid South Africa driver's license is required. |
| <u>DUTIES</u> | : | Ensure effective financial controls and systems in Public Ordinary Schools, LSEN and Independent Schools. Review schedule for schools' visits and liaise with district offices to facilitate the process of distributing schedules to schools. Provide advice to schools in terms of the policies and regulations on financial management and compliance. Ensure that regular inspections are conducted and advise schools on the financial management matters. Ensure proper monitoring of budget allocated to schools. Oversee compliance in terms of coordinated audited financial statement for public ordinary schools, special schools, and grade R. Ensure the coordination and conducting/ provisioning of financial management training and workshops sessions to all schools. Ensure implementation of capacity and awareness programmes to all poorly performing schools by Provide advice in terms of all financial related policies and regulations. Oversee the facilitation of school fee exemption application process. Oversee all Section 21 and Partial Section 21 schools' Municipal accounts. Ensure the effective, efficient and economic utilization of allocated resources. Develop an operational plan for the sub-directorate and ensure that it's aligned to business objectives, goals and approved budgets. Identify and manage subordinates' development needs. Conduct performance assessments for subordinate personnel. Support and monitor subordinates' performance. |
| <u>ENQUIRIES</u> | : | Ms Khomotso Mpadiasang Tel No: (011) 355 1527. |
| <u>POST 07/46</u> | : | <u>SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: HO2022/02/61</u> Directorate: Legal Services |
| <u>SALARY</u> | : | R480 927 - R1 157 940 per annum (salary to be determined in accordance with experience as per OSD determination). |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate Degree in LLB plus minimum of 8 years post-qualification Legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law and Promotion of Administrative Justice Act is imperative. The ability to work long hours and under pressure. A valid driver's license. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills. |
| <u>DUTIES</u> | : | Coordinate legal investigations and implementation plan of recommendations. Attend to all statutory Appeals to the MEC. Do research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to drafting of Provincial Laws, Regulations and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director. Manage and coordinate the collection of data and information. Coordinates write and analyse reports from Districts and schools. |
| <u>ENQUIRIES</u> | : | Adv. Ntini Mashigo Tel. No: (011) 355 0505. |
| <u>POST 07/47</u> | : | <u>PHYSICAL RESOURCE PLANNER REF NO: HO2022/02/63</u> Directorate: Infrastructure Planning and Property Management |
| <u>SALARY</u> | : | R382 245 per annum |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate recognized Degree (NQF Level 7) qualification in Town Planning, Architecture or Architectural Technology plus minimum of three years appropriate experience after qualifications has been obtained. Valid |

Drivers' Licence. Computer literate. Knowledge: Understanding of the South African Schools Act of 1996, Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure of 2013, Spatial Planning Systems and Norms of government, Public Finance Management Act (PFMA), Treasury Regulations, including the Framework for Infrastructure Delivery and Procurement Management (FIDPM), Government Immovable Asset Management Act (GIAMA) of 2007, Occupational Health and Safety Act of 1993. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage National Education Infrastructure Management System (NEIMS) and other education infrastructure related planning data, GIS and related Facilities Management systems, ability to apply the education priorities in terms the physical resource planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

DUTIES : Provide physical resources planning inputs to the Infrastructure Asset Management Plan and budget. Conduct needs assessments of schools' infrastructure to update the NEIMS from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

ENQUIRIES : Ms. Lerato Machaka Tel No: (011) 843 6532

POST 07/48 : **LEGAL ADMIN OFFICER (MR5) REF NO: HO2022/02/62**
Directorate: Legal Services

SALARY : R378 990 – R926 193 per annum (salary to be determined in accordance with experience as per OSD determination).

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate Degree in LLB plus minimum of 8 years post-qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

DUTIES : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation on behalf of the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Monitor reviews of the law. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director.

ENQUIRIES : Adv. Ntini Mashigo Tel. No: (011) 355 0505

DEPARTMENT HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 18 March 2022 No late applications will be considered.

NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Such copies need not to be certified upon application. Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend

candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 07/49** : **DEPUTY DIRECTOR: GEYODI REF NO: REFS/013312**
- SALARY** : R744 255. per annum (All Inclusive)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus an appropriate bachelor's degree (NQF Level 7) in Public Administration / Public Management / Social/ Human Science/Business Management/Business Administration/Commerce/ or relevant qualification as recognised by SAQA. 5 years' experience in public sector preferably in either transformation / mainstreaming/ monitoring & evaluation, human settlements environment. Must have a valid driver's license. Competencies: Analytical skills, organising skills, ability to manage meetings, communication skills (both verbal and written), report writing, negotiation skills, knowledge of strategic planning process and departmental programmes. Broad knowledge of public policy priorities and legislative and policy frameworks, international treaties and other prescripts applicable to youth, gender and people with disabilities. Understanding monitoring and evaluation of policies and programmes related to youth, gender, elderly and people with disabilities.
- DUTIES** : Analyse Departmental Annual Performance Plan to ensure that vulnerable groups targets are incorporated and budgeted. Track and monitor departmental units and implementing agent's performance on youth, people with disabilities, elderly & gender targets and plans from the relevant business units. Develop and monitor implementation of corrective action plans on mainstreaming of youth, people with disabilities, elderly & gender with the business unit across the department and implementing agents. Conduct advocacy sessions on youth, people with disabilities, elderly and gender. Forge and maintain relations with targeted groups stakeholders including providing feedback on policy developments and participating at the GPG Broader forums. Coordinate the commemorative months / days in line with government programme e.g. Youth Month, Women's Month, Elderly Month, PWDs Month, 16 Days of Activism. Develop and submit monthly reports and quarterly analytical report on the overall performance of targeted groups within the department.
- ENQUIRIES** : Ms. Khosi Kunene Tel No: 072 315 992
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF HEALTH

ERRATUM: Ekurhuleni Health District: Kindly note that the following post Deputy Director: Logistics and Supply Chain Management with Reference No: EHD2022/02/15 were advertised in Public Service Vacancy Circular 06 OF 2022 posting date: 18 February 2022. The duties have been amended as follows: Duties: Responsible for developing, maintaining and monitoring effective and efficient systems related to the Demand, Acquisition, Warehouse, Disposal, Asset and records Management. Plan and forecast demand for all business units. Procure goods and services for the whole District. Provide administration support to management. Monitor all reports from supervisors. Compile and distribute reports. Management of Supply Chain, Logistics, Asset and Records Management Units. Facilitate Committee meetings relevant to Supply Chain, Logistics, Asset and Records Management according to Legal prescripts. Effective and efficient management of all resources including management of staff development and overall supervision within the mentioned business units. Conduct in service training. Conflict resolution. Responsible for Logistics, Supply Chain, Records and Asset Management planning, budgeting, and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.(Contracting, quarterly review final assessment). Perform all other duties that are delegated by the Supervisor/Manager. The closing date has been extended to 18 March 2022. **Maxeke Johannesburg Academic Hospital:** Kindly note that the post of Porter Supervisor (Re-Advertisement) Directorate: Logistics (for

Charlotte) without Ref No: REFS/013219 advertised in Public Service Vacancy Circular 06 OF 2022 dated 18 February 2022, the Salary of the post has been amended as follows SALARY: R 147 459.00 (per annum plus benefits). People who applied are encouraged to re-apply, the closing date has been extended to the 11 March 2022.

OTHER POSTS

- POST 07/50** : **CLINICAL MANAGER REF NO: SMUCM/01/22**
Directorate: Office of the Chief Executive Officer
- SALARY** : R1 191 510 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Dentist. Minimum of 3 years appropriate experience as Dentist after registration with the HPCSA as a Dentist (independent practice), with some experience working in a dental training environment as a clinical instructor. A management degree such as MBA or its equivalent would be an added advantage.
- DUTIES** : The incumbent will assist the Chief Executive Officer in managing the clinical training platforms within and outside the SMU Oral Health Centre. Teaching/training undergraduate dental students. Prepare and delivers Dental lectures in Integrated Clinical Dentistry. Conduct research, including facilitating the operations of a new initiative-dental practice –based research network. Maintain physical and electronic records. Use technology to effectively achieve workplace objectives. Plan, organize and allocate work to clinical staff. Plan and monitor the delivery of dental services at SMU Oral Health Centre as part of service quality assurance.
- ENQUIRIES** : Prof SJH Hendricks Tel No: (012) 521 4800
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato
NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
- CLOSING DATE** : 11 March 2022
- POST 07/51** : **MEDICAL SPECIALIST GRADE 1 REF NO: SBAH: 023/2022**
Directorate: General Surgery
- SALARY** : R1 122 630.per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBCHB MMED (SURG), FCS (SA) or equivalent. A valid registration with the HPCSA as an independent medical practitioner.
- DUTIES** : Act as a fellow in the division of surgical gastroenterology performing clinical, teaching and research tasks. Surgical gastroenterology case load. Management including clinics, wards and theatre. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage. This will be a two years training contract.
- ENQUIRIES** : Prof. TV Mulaudzi Head of General Surgery Department Tel No: 012 354 2099
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve

Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 11 March 2022
- POST 07/52** : **MEDICAL SPECIALIST: REF NO: SBAH: 024/2022**
Directorate: Department of Obstetrics and Gynaecology
- SALARY** : R1 122 630.per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB and FCOG (Obstetrics and Gynaecology) Registration with the HPCSA as a specialist obstetrician and gynaecologist
- DUTIES** : The successful candidate will work predominantly in the obstetric unit of the department but will be required to assist with general gynaecological services at Steve Biko Academic Hospital and its referral hospitals. This includes allocation of after-hours services. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs
- ENQUIRIES** : Prof. Soma-Pillay Head of Department Tel No. 012 354 2366
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 11 March 2022
- POST 07/53** : **REGISTRAR REF: UPOHC/ CM/0001/2022**
Directorate: Community Dentistry
- SALARY** : R833 223 – R871 593. per annum (All- inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A BChD / BDS degree and currently registered with the HPCSA as a dentist in the category Independent Practice. A minimum of two years' experience as a general dental practitioner after completing community service. Recommendations A post graduate qualification in Public Health or a Masters in Dentistry. Research publications and research presentations. Experience working in the field of community dentistry and the ability to work with communities is recommended.
- DUTIES** : The candidate will be expected to carry out all responsibilities and requirements necessary for the completion of the MChD degree for Community Dentistry. These duties include successfully completing modules in public oral health, epidemiology, basic biostatics, dental public health and others. The duties also include teaching and supervision of undergraduate students in other activities that may be assigned by the head of the department.
- ENQUIRIES** : Prof A Bhayat. Tel No: 012 319 2299
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms SM Maleswena, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. SM Maleswena PO Box 1266, Pretoria, 0001.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 11 March 2022
- POST 07/54** : **REGISTRAR: REF NO SBAH: 025/2022**
Directorate: General Surgery
- SALARY** : R833 523.per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
 : MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations subject discussions and attendance of the post graduate programmes. The academic and training requirements includes passing primary and intermediate exams of the College and a research dissertation for University of Pretoria MMed (Chir)

ENQUIRIES : Prof. TV Mulaudzi Head of General Surgery Department Tel No: 012 354 2099

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/55 : **DENTIST GRADE 1 (DEVELOPMENTAL) REF NO: SMUDOP/01/22**
 Directorate: Oral Pathology

SALARY CENTRE REQUIREMENTS : R809 067 per annum (All Inclusive)
 : SMU Oral Health Centre
 : Appropriate qualification that allows registration with HPCSA as a Dentist. Experience in working in rural institutions e.g., Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the Oral Pathology. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in Oral Pathology clinical settings which will reflect an interest in Oral Pathology domain. No transfer to other Dental Schools in SA during the 2-year contract period allowed.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrars at Oral Pathology, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e, Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA.

ENQUIRIES APPLICATIONS : Dr B Bunn Tel No: (012) 521 4839
 : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION NOTE : Ms Pretty Rangoato
 : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic but is earned

CLOSING DATE : 11 March 2022

POST 07/56 : **DENTIST (DEVELOPMENTAL) REF NO: SMUDO/01/22**
 Directorate: Orthodontics

SALARY : R809 067 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Current Registration with the HPCSA as a Dentist. At least 2 years in Working in Dentistry (Private or Public). Experience in working in Rural Health institutions e.g., Clinics, Community Health Centres or District Hospitals. Interest in becoming a Registrar in Orthodontics. Minimum 65% in the module Orthodontics in the final year of study. This is Full Time Postgraduate Training Program. Experience in teaching undergraduates will be an advantage. No transfer to other Dental Schools in SA during the 2-year contract period allowed.

DUTIES : During the contract period, the incumbent will be expected to render services in the department of Orthodontics as shall have been prescribed by the HOD and this included teaching/training and supervising undergraduate students, service delivery in the department as well as other areas within the hospital. As part of development, the incumbent will be expected to also Register for an MDS and meet all the requirements of the degree within the two-year period. Failure to meet the annual requirements may lead to disqualification from the contract

ENQUIRIES : Prof Sethusa Tel No: (012) 521 4853
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic but is earned!

CLOSING DATE : 11 March 2022

POST 07/57 : **DENTIST (DEVELOPMENTAL) REF NO: SMUOMP/01/22**
 Directorate: Oral Medicine and Periodontology

SALARY : R809 067 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in Oral Medicine and Periodontology; at least 1-year post-community service experience. Work experience in a rural setting, and any post-graduate development in Periodontology and Oral Medicine will be advantageous. Interest in becoming a registrar in the above disciplines.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrars at Oral Medicine and Periodontology, to render patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre, and to engage in teaching and learning activities with undergraduate students as directed by supervisor. In light of the developmental nature of the post, the incumbent will be expected to register for at least primary subjects Anatomy, Physiology, Oral Biology and General Pathology. At the end of the 2 years the Primary subjects must be passed

ENQUIRIES : Prof NH Wood Tel No: (012) 521 3907
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room

S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic but is earned!

CLOSING DATE : 11 March 2022

POST 07/58 : **ASSISTANT MANAGER NURSING: SPECIALTY: GYNAE AND OBSTETRICS; REF NO: SBAH 026/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R624 216.per annum (PN-B4)
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in advanced midwifery Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level/Operational Manager at a Public Institution. South African Nursing Council annual practicing certificate. Computer literacy. A valid driver's license. Service certificates. Strong leadership, good communication and sound and sound interpersonal skills are necessary.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

ENQUIRIES APPLICATIONS : Ms. AM Mowayo Tel No: 012 354 1300
: Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/59 : **ASSISTANT MANAGER AREA: SPECIALITY/GENERAL OPHTHALMOLOGY; REF NO: SBAH 027/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R624 216.per annum plus benefits (PN-B4 / PN-A7)
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a

Professional Nurse. A post basic qualification with the duration of at least 1 year diploma in Ophthalmology Nursing. Degree /diploma in Nursing Management. PN-B4 A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate. Recognizable experience after obtaining 1 year post basic qualification in Ophthalmology Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy. PN-A7 A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be experience in an Ophthalmology Nursing. At least 3 years of the period referred to above must be recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate and be computer literate

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

ENQUIRIES : Ms. AM Mowayo Tel No: 012 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/60 : **OPERATIONAL MANAGER NURSING: SPECIALTY-MULTYDISCIPLINARY ADULT HIGH CARE UNIT REFS NO: SBAH 028/2022**
 Directorate: Nursing
 (Re-Advertised)

SALARY : R571 242 per annum plus benefits (PN-B3)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year diploma in Critical Care Nursing Science. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing . At least 5 years of the period referred to above must be appropriate/ recognizable experience in the relevant discipline, after obtaining the one year post basic qualification in Critical Care Nursing Science. Diploma/ degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Computer literate. A valid driver's license. Service certificates are compulsory. Verifiable proof of experience. Strong leadership, good communication and sound interpersonal skills are important.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

ENQUIRIES : Ms. AM Mowayo Tel No: 012 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.

Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/61 : **OPERATIONAL MANAGER: TRANSPLANT&ORTHOPAEDIC HIGH CARE UNIT (RE-ADVERTISED) REF NO: SBAH029/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R571 242 per annum plus benefits (PN-B3)
Steve Biko Academic Hospital
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year diploma in Nephrology Nursing Science. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing . At least 5 years of the period referred to above must be appropriate/ recognizable experience in the relevant discipline, after obtaining the one year post basic qualification in Nephrology Nursing Science. Diploma/ degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Computer literate. A valid driver's license. Service certificates are compulsory. Verifiable proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

ENQUIRIES APPLICATIONS : Ms. AM Mowayo Tel No: 012 354 1300/1976
Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022:

POST 07/62 : **OPERATIONAL MANAGER NURSING – TRAUMA AND EMERGENCY (SPECIALITY) REF NO: OPM/CARLT/02/2022 (1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum (Plus Benefits)
Carletonville Hospital
Matric certificate. Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent that allows registration with the South African Nursing Council (SANC). A post basic nursing qualification in Trauma and emergency Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with SANC as a professional nurse. Current SANC receipt for 2022. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a general nurse and midwife. At least 5 years of the above should be experience in the Emergency and Trauma unit after obtaining the 1 year post basic qualification in the field and in a hospital environment. Driver's license. Must be computer literate. Knowledge And Skills: Leadership, management, planning, organizing and co-ordination skills. The incumbent must have knowledge of relevant Acts, prescripts, policies, guidelines and procedures governing the health care system and be able to deliver services efficiently and effectively. Good interpersonal and communication skills.

DUTIES : Ability to plan and organize including monitoring the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients and that must be based on the scientific principles. To delegate and support staff in the execution of quality patient care. To provide direct and indirect supervision of all nursing staff, other clinicians and housekeeping. Identify staff training needs of subordinates, monitor performance and ensure effective development thereof. Exercise control of

discipline, grievance and labor relations in terms of the legal frameworks of the department. Take charge ship of the hospital in the absence of the senior managers after hours and report. Monitoring service standards and maintaining the set norms and standards of the department. Demonstrate knowledge of the Covid 19 protocols and standards of IPC. Knowledge of Ideal Hospital Realization Framework and management of patient safety incidents. Utilize all resources affectively and efficiently in the specialized department.

ENQUIRIES : Mrs. K J. Netshidzati, Tel:0187881709
APPLICATIONS : Applications must be submitted at: Carletonville Hospital or mailed the following address Corner Falcon and Annan road or be posted to: The Human Resource Directorate, Carletonville Hospital, Private bag x2023.Carletonville 2499.

NOTE : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and it must be completed in full, copy of CV, copies of identity book (ID) and qualifications must be attached. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE : 11 March 2022

POST 07/63 : **ASSISTANT MANAGER NURSING PN-A7: GENERAL REF NO: REFS/006568 (1X POST)**
Directorate: Nursing

SALARY : R571 242 – R662 223.per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/ degree in Nursing Management qualification registered with South African Council. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at a hospital, i.e. Operational manager level. South African Nursing Council annual practicing certificate. Valid EB driver's license. Computer literacy. Verified proof of experience. Service certificate. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work) Participate in the analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Manage Human resource and Performance Management and Development system. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth/ethics and development of self and subordinates. Implement and monitoring of Continuous Professional Development. Provide guidance and mentorship of Operational Managers under her/his supervision. Knowledge of data management in the hospital setting. Clear understanding and implementation of ideal hospital realization frame work. Broad knowledge of management of patient safety incidence.

ENQUIRIES : Ms. DS Ngwenya: Tel (011) 951-6045
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to

disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 11 March 2022

POST 07/64 : **OPERATIONAL MANAGER NURSE SPECIALITY (PNB3) REF NO: JUB 06/2022**
Directorate: Nursing Services (Trauma and Emergency)

SALARY : R571 242 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic R425 Diploma/Degree or equivalent qualification in Nursing and Midwifery registered with the South African Nursing Council. A minimum of 9 years recognizable experience in Nursing and at least the 5 years of the above should be relevant experience after obtaining the Post basic qualification. Must be computer literate. Demonstrate understanding of HR Policies and sound financial management knowledge and understanding inclusive of policies and guidelines governing the public institutions. Demonstrate good communication skills and reporting

DUTIES : Supervise and evaluate quality of nursing care directed by Professional Scope of Practice, Legal Framework, Norms and Standards in Nursing care management, Guidelines and protocols in public service management and care. Manage resources effective and efficiently in the unit. Compose and analyze reports to improve quality of care. Participate in in-service training, research, and self-development as Operational Manager at Accident and Emergency unit in the hospital. Participate in the implementation of the Hospital Core Standards including ideal Hospital Realization and Management System.

ENQUIRIES : Ms Aphane K.J Tel No: (012 717 9300)
APPLICATION : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies).General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 11 March 2022 Time: 16:00

POST 07/65 : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: REFS/006569 (1X POST)**
Directorate: Clinical

SALARY : R473 112 – R525 087 per annum (OSD)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Diploma/ B-Tech or an appropriate qualification that allows for registration with Health Professions Council of South Africa. Proof of current registration with the Health Professions Council of South Africa as a Radiographer must be attached. At least 6 years' experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. At least 3 years of the period above must be appropriate /recognisable experience on management.

DUTIES : Render radiographer assessment to patients. Expose and process films, ensure X – rays are taken and meet high professional standards. Make sure that regulations pertaining to radiation protection and safety adhere to budget control. Supervise subordinates. Ensure regular repair of X-ray equipment's.

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| | | Perform staff performance evaluations. Attend management meetings and report to staff accordingly. |
| <u>ENQUIRIES</u> | : | Dr. AP Molamu, Tel No: 011 951 6181 |
| <u>APPLICATIONS</u> | : | must be submitted to Dr Yusuf Dadoo Hospital, The Human Resource Department, Cnr Memorial and Hospital Road, Krugersdorp 1740 or posted to, Dr Yusuf Dadoo Hospital, Private bag x2006, Krugersdorp, 1740. The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z83 form (Only New Z83 Will Be Accepted) and it must be completed in full, copy of CV, copies of ident ID (Smart ID card copy must show both sides of the ID card) and qualifications must be attached. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. |
| <u>CLOSING DATE</u> | : | 11 March 2022 |
| <u>POST 07/66</u> | : | <u>OPERATIONAL MANAGER GRADE 1 – GENERAL NURSING REF NO.04/2022 (1 POST)</u> Directorate: Nursing |
| <u>SALARY</u> | : | R450 939 per annum (plus benefits) |
| <u>CENTRE</u> | : | Kopanong Hospital |
| <u>REQUIREMENTS</u> | : | Grade 12 Certificate. Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Registration with SANC as a Professional Nurse and proof of current registration. Seven years' appropriate experience as a nurse after registration with SANC in general nursing. Candidate to have supervisory experience, computer literacy and HAST management will be an added advantage. Ability to work under pressure and independently. |
| <u>DUTIES</u> | : | Demonstrate an in-depth understanding of nursing legislation and related and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of the multidisciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively, and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with Health and Safety Act and infection and prevention control policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Compile and understand statistics. |
| <u>ENQUIRIES</u> | : | MS M. R. Molete. Tel: (016) 428 7117 |
| <u>APPLICATIONS</u> | : | Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging 1939. |
| <u>NOTE</u> | : | Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate |
| <u>CLOSING DATE</u> | : | 11 March 2022 |
| <u>POST 07/67</u> | : | <u>OPERATIONAL MANAGER GENERAL GRADE 1 REF NO: JUB 05/2022</u> Directorate: Nursing Services |
| <u>SALARY</u> | : | R450 939 per annum |
| <u>CENTRE</u> | : | Jubilee District Hospital |
| <u>REQUIREMENTS</u> | : | Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery. Minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC IN General Nursing. Diploma/Degree in Nursing |

- management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificate compulsory. South African Nursing Council annual practicing certificate. Valid driver's license to be attached.
- DUTIES** : Supervise and ensure the provision of the effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the Nursing care plan and evaluation according to Nursing scope of practice. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Practice Norms and standards. Maintain professional growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance.
- ENQUIRIES** : Ms. Aphane K.J Tel No: (012 717 9300)
- APPLICATION** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies).General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 11 March 2022 Time: 16:00
- POST 07/68** : **CLINICAL PROGRAM COORDINATOR CETU & STAFF DEVELOPMENT)**
REF NO: REFS/006570
Directorate: Nursing
Re- advertisement
- SALARY** : R450 939 – R507 531 per annum (OSD) (plus benefits)
- CENTRE** : DR Yusuf Dadoo Hospital Province: Gauteng
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Degree /Diploma in Nursing Education & Administration. Registration a Proof of current registration with SANC. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Minimum of 3- 4 years' Experience as a Training Coordinator and Staff Development / or as a Nurse Educator.
- DUTIES** : Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing care plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Coordinate college matters with regards to student training and accommodation in the hospital, be a link for student training with feeder colleges and ensure compliance with training requirement for all students, in the ward by providing all guidelines to each ward and all SOP and requirement for student training. Conduct training need analysis and Implement all applicable strategies to empower staff training according to Training and Development Policy. Coordinate the orientation and induction program in the hospital. Supervise staff and Nurses residence. Have knowledge of Ideal Hospital Realization Framework. Maintain a constructive working relationship with nursing and other stakeholders both internal and external. Utilize human, material and physical resources efficiently and effectively. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES** : Ms. DS Ntshingila Tel No: 011 951 6103

APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740. Those who applied before are welcome to re-apply.

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

CLOSING DATE : 11 March 2022

POST 07/69 : **SPECIALTY NURSE, MATERNITY REF NO. 03/2021 (1 POST)**
Directorate: Nursing

SALARY : Grade 1: R388 974. per annum (plus benefits)
CENTRE : Kopanong Hospital

REQUIREMENTS : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Advanced Midwifery and Neonatal Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.

DUTIES : Demonstrate an understanding of legislation and related legal and ethical nursing practices. Perform a clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through setting of standards, policies and procedures. To provide the nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render ante-natal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme, EMTCT, MBFI and ESMOE

ENQUIRIES : MS ME Polo. Tel: (016) 428 7130

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging, 1939.
NOTE : Fully completed Z83, CV, copies of ID and qualifications must be submitted. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.

CLOSING DATE : 11 March 2022

POST 07/70 : **SPECIALTY NURSE, TRAUMA REF NO. 02/2022 (1 POST)**
Directorate: Nursing

SALARY : Grade 1: R388 974 per annum (plus benefits)
CENTRE : Kopanong Hospital

REQUIREMENTS : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Trauma and Emergency Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.

- DUTIES** : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the Ideal Hospital components on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
- ENQUIRIES** : MS ME Polo. Tel: (016) 428 7130
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging, 1939.
- NOTE** : Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.
- CLOSING DATE** : 11 March 2022
- POST 07/71** : **DENTAL THERAPIST REF NO: SMUDT 01/22**
Directorate: Community Dentistry
- SALARY** : R322 746 per annum (plus other benefits)
- CENTRE** : SMU Oral Health Centre
- REQUIREMENTS** : A degree in Dental Therapy: Registration with The Health Profession Council of South Africa as a Dental Therapist. At least 5years experience as a Dental Therapist. The candidate should provide evidence of the above with the application.
- DUTIES** : As a joint appointee between the Department of Health and Sefako Makgatho Health Sciences University the incumbent is expected to undertake the following duties: Teaching and Learning of Dental Therapy and Oral hygiene student, Assessment and evaluation of Teaching and Learning of Dental Therapy and Oral hygiene students, participate in the Departmental Community based programme in providing service-learning programme involving community engagement, reflections Coordinate and manage community-based programmes in communities, Participate in Departmental Research activities, participate in curriculum development issues as when required, Provide clinical service to SMUOHC Manage own patients, be involved in administrative activities of the department.
- ENQUIRIES** : Prof D .Pagollang Motloba Tel No: 012 521 5767/4848
- APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato
- NOTE** : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
- CLOSING DATE** : 11 March 2022
- POST 07/72** : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3: REF UPOHC/DR/0002/2022**
Directorate: Oral Pathology and Oral Biology
- SALARY** : R322 746 – R540 954 per annum (Plus Benefits)
- CENTRE** : University of Pretoria Oral Health Centre

- REQUIREMENTS** : Diploma/ B-RAD/ B-TECH in Diagnostics Radiography. Current and valid registration with the HPCSA. At least one (1) year experience as a Diagnostics Radiographer. Computer Literacy is compulsory as the section is digitalized. Recommendation Experience in the Dental environment is recommended. Experience with PACS administration, exposure to specific administration related to SAHPRA radiation control regulations will strengthen the application. Good interpersonal and communication skill are expected.
- DUTIES** : Diagnostic Radiography in a Dental Hospital to ensure quality service delivery and radiation protection. Teaching, training and assessment of Oral Hygiene and Dental students will be expected. Undertake quality control checks on X-rays Machines and associated equipment according to the current legislation. Ensure monthly stock counts and statistics recording. Department duties may be assigned to the candidate.
- ENQUIRIES APPLICATIONS** : Mr SN Mohlala. Tel No: 012 319 2516
: Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 11 March 2022
- POST 07/73** : **LABOUR RELATIONS OFFICER REF NO: LRO/SRH/01/22**
Directorate: Human Resources Department
- SALARY** : R261 372 Per annum (Plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Three-year National Diploma (NQF 6) / Degree (NQF 7) in Human Resources Management / Labour Law / Labour Relations as recognised by SAQA, with a minimum of 2 years' experience in Labour Relation or Grade 12 qualification with five (5) years demonstrable experience in Labour Relations in the Public Service. Valid driver's license. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management, Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be an added advantage.
- DUTIES** : Write Reports inter-alia Misconduct report and Grievance reports. Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings including CCMA cases. Management of strike. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advice management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters.
- ENQUIRIES APPLICANT** : Ms. R.E Mlangeni. Tel No: 011 681 2009
: Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Soutrand@gauteng.gov.za. NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application,

only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.

CLOSING DATE : 18 March 2022

POST 07/74 : **MATERIAL RECORDING OFFICER MRO01/22**
Directorate: Supply Chain

SALARY : R261 372 per annum (plus other benefits)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 and National Diploma in Purchasing / Logistics / Public Management & Administrations with 5 years' experience within all elements of Supply Chain management. Knowledge of management of commitments. Knowledge of systems and applications, SAP/SRM. Knowledge of PPPFA, PFMA, Treasury Regulations and BBBEE. Good communication skills, verbal and non-verbal. Strong communication skills, Excellent organizational and project management skills, Attention to detail, Creative problem-solving, A strategic and analytical mind. Ability to work under pressure. Computer literacy is essential. Shortlisted candidates will be required to undergo competency assessment prior / after the interview.

DUTIES : Oversee the unit responsible for the capturing of Requisitions (RLS 01). Ensure the accurate capturing of GRV's (RLS 02) and expediting of deliveries of ordered goods & services. Supervise, account and be responsible for all procurement activities within SCM. Implement internal control policies and procedures in relation to provisioning, administration manual and SCM prescripts. Manage the performance of all procurement staff members within SCM. Implements annual operational plan for the unit. Ensure that all required goods and services are procured in accordance with relevant procurement procedures and prescripts. Ensure daily expediting of the creation of purchase order number from Gauteng Hospital Processing Centre. Ensure effective maintenance of 0-9 file. Maintain proper, effective, and retrievable document filing system. Ensure that all stock transactions are promptly updated and recorded in relevant cards and files. Releasing of shopping carts on SRM system. Ensure that all goods and services are received and issued in line with the relevant procurement procedures and prescripts. Ensure that all goods and services ordered are delivered on due dates and are paid for. Ensure that disposal of expired or damaged stock is done in accordance with the relevant procurement procedure and prescripts. Conduct Stocktaking. Compile weekly, monthly and quarterly reports on commitments, daily clearing of Work cycle transactions. Compile and submit monthly reports. Implement Auditor – General recommendations. Communicate with all stakeholders' end-users about the status of their orders. Supervise staff.

ENQUIRIES : Mr B Makhubela Tel No: 012 521 4407
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

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

CLOSING DATE : 11 March 2022

POST 07/75 : **SERVER ADMINISTRATION (ICT) REF NO: SMUICT/01/22**
 Directorate: Office of the CEO/Dean

SALARY : R261 372 per annum (Level 07)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 and National Diploma / Degree in Information Technology and Computer Science, MCSE or MCITP will be an added advantage. Minimum 5 years practical experience in the provision and support of directory services & core server infrastructure and associated services. Knowledge of System Performance; Server Performance Management; TCP/IP, DNS and DHCP protocols; Windows and Linux Servers; Server Operations, Server applications, etc. Knowledge of both physical and virtualized servers, especially Hyper-V. Understanding of the government regulations. A solid understanding of hardware and software support for client system/solutions. Server & storage related technologies & related management toolsets and solutions. Service Management Systems (ASPECT /ARS/ITSM7) or equivalent applications. ICT Operational Trends; Network Operating Systems; Project Management; NOS/Active Directory/Virtualisation; Quality assurance standards; DNS, E-Mail, software deployment, Patch management, Core Stack builds; VPN technologies and concepts; Disaster Recovery; Virtualisation technologies and concepts; Computer and network security principles; Operating System Stack builds (OS Imaging); Service Level Management. Skills: Proficiency in maintenance of Core Server Infrastructure and Services (Patch management, Antivirus, DNS, DHCP, Agents etc.); Microsoft administration and related services; Virtualised server designs and support; Server monitoring; Server operating system rebuilds and restore; Domain controllers rebuild and restore. Communication skills, Interpersonal skills, Self-Management skills and Intellectual skills. Successful candidates must be able to work under-pressure.

DUTIES : Responsible for Overall planning of IT system for the hospital. Ensuring data integrity and network maintenance. Constantly monitoring the continuous functioning of the LAN, WAN Exchange services which includes Active directory and backup storage solutions. Configuration of computer hardware and software. Configure network switches and other devices and email accounts for all users in the hospital. Monitor Virus and spyware identification and removal. IT equipment maintenance and disposal by following prescribed procedure Ensuring weekly antivirus runs and updates software regularly. Monitor usage of leases machine and restriction of access. Install troubleshoot Citrix application, PAAB, Rx-Solution and Microsoft packages including Teams. Configure and support VOIP telephone system. Manage procurement of cell phones and hospital telephone expenditure. Assist with specification of ICT equipment. Attend relevant meeting and development opportunities. Develop, implement, and monitor related risk, IT policies and procedures. Relevant Public Service Regulations.

ENQUIRIES : Mr HH Hadebe Tel No: (012) 521 4913
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

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

CLOSING DATE : 11 March 2022

POST 07/76 : **ADMINISTRATION OFFICER- CRECHE PRINCIPAL REF NO: SBAH030/2022**
 Directorate: Nursing Crèche

SALARY : R261 372.per annum (Level 7) (plus benefits)
CENTRE : Steve Biko Academic Hospital – Die Eike Care Centre
REQUIREMENTS : Grade 12. Early Childhood Development Qualification/Educational Leadership or equivalent qualification. At least 5 years' experience in early childhood development facilitation. ECD Management certificate and First-Aid certificate or experience will be an added advantage. Have general understanding of early childhood development stages of children from birth to school going age. Be creative and innovative. Be able to plan, control and organize the annual weekly teaching and training programmes. People management skills, good interpersonal relationship, good communication skills (written, verbal and non-verbal) and problem solving skills. Project management skills. Must have passion of working with children and parents. Be able to work in a team and under pressure.

DUTIES : Management of the Crèche facility. Supervision of children and subordinates. Plan and implement educational standards and goals. Establish SOP's, procedures manuals and teaching and training programmes within the agreed framework. Develop the curriculum and ensure the Crèche meet the standards set up by Department of Social Development and Department of Health as well as the laws of the county relating to children. Adhere to safety policies. Create a culture of learning. Effective utilization of human and financial resources. Encourage parents meetings. Responsible for Performance and Development Management of staff. Maintain good nutritional state of the children. Environmental safety render quality care to the children.

ENQUIRIES : Mrs. Mnyakeni MGK Tel No: 012 354 2365
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/77 : **PHARMACIST ASSISTANT (POST BASIC) GRADE1 REF NO: SBAH: 031/2022 (2X POSTS)**
Directorate: Pharmacy

SALARY : R211 509.per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the South Africa Pharmacy Council as a qualified Post Basic Pharmacist Assistant for a period of 0 to 5 years. Communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, administrative skills, time management, computer skills, good interpersonal skills, teamwork skills and knowledge of medicine supply management.

DUTIES : Stock control of medicine which includes, ordering, receiving, issuing and maintenance of stock. Compounding or preparation of sterile medicines in accordance with standard operation procedures. Provisioning of information. Reading and preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services. Recording of all transactions in accordance to the standard operating procedure. Compliance to good Pharmacy Practice. Performing of after-hours service when required.

ENQUIRIES : Ms. Deysel L Tel No: 012 354 1282
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/78 : **PROFESSIONAL NURSE – GENERAL REF NO. 01/2022 (4 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R260 760 per annum, (plus benefits)
Grade 2: R320 703 per annum, (plus benefits)

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| <u>CENTRE REQUIREMENTS</u> | <p>Grade 3: R388 974 per annum, (plus benefits)</p> <p>Kopanong Hospital</p> <p>Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the Ideal hospital components, Batho-Pele principles, Ministerial Priorities and Patients' rights.</p> |
| <u>DUTIES</u> | <p>Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other Clinicians, including report writing when required. Work as part of the Multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Display caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>MS Polo ME Tel: (016) 428 7130</p> <p>Fully completed Z83, CV, certified copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging, 1939.</p> |
| <u>NOTE</u> | <p>Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from the HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.</p> |
| <u>CLOSING DATE</u> | <p>11 March 2022</p> |
| <u>POST 07/79</u> | <p><u>STAFF NURSE GRADE 1 REF NO. 05/2022 (4 POSTS)</u></p> <p>Directorate: Nursing</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R173 952 per annum (plus benefits)</p> <p>Kopanong Hospital</p> <p>Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.</p> |
| <u>DUTIES</u> | <p>Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>MS Polo ME Tel: (016) 428 7130</p> <p>Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging 1939.</p> |
| <u>NOTE</u> | <p>Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from the HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidates.</p> |

CLOSING DATE : 11 March 2022

POST 07/80 : **DRIVER REF NO SGLC3/18/02/2022**
Directorate: Support Staff

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04), (plus benefits)
: SG Lourens Campus
: Grade 10 /12 with 1 – 2 years' experience. A valid code 10 (C) drivers' licence with PDP (willing to renew at own expense). Experience in the public service environment will be an added advantage. Knowledge of Batho Pele Principles. Ability to perform routine tasks. Knowledge of Government Fleet and transport policies will be an added advantage. Good command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES : Transport officials and correspondence to and from various destinations. Follow procedures to operate vehicles. Obtain trip authorities, complete logbooks of motor vehicles as prescribed by legislation/policy. Inspecting vehicles and report defects for timeous repairs to transport manager. Check level of fuel, oil, tyres and water vehicles. Perform messenger functions and routine office support functions as well as registry functions. Promote proper handling, safekeeping and control of vehicles. Ensure cleanliness and maintenance of the car. Excellent time management and ability to adhere to a schedule. Ability to work in a team. Expected to work on weekends/public holidays. Have initiative and problem-solving skills. Ability to handle confidential information.

ENQUIRIES APPLICATIONS : Ms JE Malobola, Tel No (012) 319 5601
: All applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodrehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001

NOTE : must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV), Identity document and qualification which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint.

CLOSING DATE : 11 March 2022

POST 07/81 : **CLEANER SUPERVISOR REF NO: REFS/006572 (X1 POST)**
Directorate: Support

SALARY CENTRE REQUIREMENT : R147 459 – R173 706 per annum (plus benefits)
: DR Yusuf Dadoo Hospital Province: Gauteng
: Grade10/ Abet level 4 or equivalent qualification with at least 10 years' experience in cleaning section and hospital environment. Ability to supervise junior colleagues, knowledge of disciplinary procedures, knowledge of work scheduling and willing to work shifts. Knowledge of cleaning services and location of clinical areas of the hospital. General knowledge of infection control and OHS.

DUTIES : Responsible for supervisory function in terms of daily activities in the cleaning section. Monitor all work done by junior colleagues and workstations. Ensure control of cleaning equipment's. Ensure availability of cleaning materials and usage. Ensure adherence to cleaning standards of hospital. Contracting of junior colleagues and evaluation of quarterly review. Monitor the attendance register on daily basis and ensure that shortage is covered. Develop cleaning schedule for cleaners. Create teams for different areas in terms of cleaning needs.

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

- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 11 March 2022
- POST 07/82** : **NURSING ASSISTANT GRADE 1 REF NO. 06/ 2022 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R134 514 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
- ENQUIRIES** : MS Polo ME. Tel: (016) 428 7130
- APPLICATIONS** : Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging 1939.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from the HR office People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidates.
- CLOSING DATE** : 11 March 2022
- POST 07/83** : **NURSING ASSISTANT GRADE 1 REF NO: REFS/006571 (X3 POSTS)**
- SALARY** : R134 514 – R151 401 per annum (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital Directorate: Nursing Province: Gauteng
- REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills be able to function as part of the team.
- DUTIES** : Demonstrate elementary understanding of Nursing legislation and related legal ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, corporately, amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient's needs, requirement and expectations.
- ENQUIRIES** : Ms. DS Ntshingila, Tel No: 011 951 6103
- APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

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

CLOSING DATE : 11 March 2022

POST 07/84 : **OPERATOR REF NO: SMUO02/21 (X3 POSTS)**
 Directorate: Auxiliary Services
 Re-advertisement post, those who previously applied are encouraged to re-apply

SALARY : R124 434 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 or equivalent. One year experience as an operator. Good interpersonal and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure.

DUTIES : Responsible to ensure that the instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Issue and receive instruments and equipment to students and keep records. Pack and check receive sterile on shelves. Unpack clean linen from linen room. Pack cotton wool and gauze. Assist with stats of sets used. To wash, pack and sterilized used equipment. Issue and receive gowns. Clean auto claves. Work under supervision under the supervision of the Dental Assistant.

ENQUIRIES : Ms Peteke Tel No: 012 521 5671
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

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

CLOSING DATE : 11 March 2022

POST 07/85 : **OPERATOR REF NO: REFS/006573 (X1 POST)**
 Directorate: Nursing

SALARY : R124 434 – R146 577 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Grade 10, be able to read and write. Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.

DUTIES : able to read infection prevention and control, knowledge of the principle of infection control in the working area and differentiate between a clean and dirty area. Be able to operate autoclaves, operating of instrument washer, packing of theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.

ENQUIRIES : Ms. TA Montshiwa, Tel No: 011 951 6115
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful.

Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 11 March 2022

POST 07/86 : **LAUNDRY REF NO: REFS/006574 (X1 POST)**

Directorate: Support

SALARY : R104 073 – R122 592 per annum, (plus benefits)

CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng

REQUIREMENTS : Abet level 4 be able to read and write. Basic numeric and literacy skills, communicate well with other people. Laundry experience will be added advantage.

DUTIES : Sort, count and record dirty linen iron fold. Count and record laundry and seal linen bags, collect and deliver linen bags to and from all departments, load in and off load the linen bags. Operate various laundry i.e. washing, dryers, ironing and pressing. Assist with mending clothes when needed.

ENQUIRIES : Ms. M Mabuso Tel No: 011 951 6053

APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 11 March 2022

POST 07/87 : **CLEANER REF NO SGLC1/18/02/2022 (X4 POSTS)**

Directorate: Support Staff

This is a re-advertisement. All candidates who applied previously must re-apply.

SALARY : R104 073 per annum, (plus benefits)

CENTRE : SG Lourens Campus

REQUIREMENTS : Minimum of Grade 10 / Abet level 4. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate cleaning equipment and machinery. Must be willing to learn and use different cleaning equipment and detergents. Good command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES : Cleaning offices, corridors, elevators and boardrooms. To provide a high standard of hygiene and cleanliness. Daily cleaning of the Campus facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways.

ENQUIRIES : Ms JE Malobola, Tel No (012) 319 5601

APPLICATIONS : All applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001

NOTE : must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV), Identity document and qualification which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to a pre-

employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint.

- CLOSING DATE** : 11 March 2022
- POST 07/88** : **GROUNDSMAN REF NO: 2/18/02/2022**
Directorate: Support Staff
- SALARY** : R104 073 per annum, (plus benefits)
CENTRE : SG Lourens Campus
REQUIREMENTS : Minimum of Grade 10 / Abet level 4. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate cleaning equipment and machinery. Must be willing to learn and use different machinery, tools or equipment. Good command of English language. Ability to work under pressure. Sound interpersonal relations.
- DUTIES** : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Remove weeds and garden refuse. Cultivate the soil for trees and flowers. Maintain garden equipment and tools. Detect and report malfunctioning of garden equipment and tools.
- ENQUIRIES** : Ms JE Malobola, Tel No (012) 319 5601
APPLICATIONS : All applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001
- NOTE** : must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV), Identity document and qualification which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint.
- CLOSING DATE** : 11 March 2022
- POST 07/89** : **HOUSE HOLD AID REF NO: REFS/006575 (X1 POST)**
Directorate: Support
- SALARY** : R104 073 – R122 592 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Grade 10, 2 years' experience in house hold or cleaning department. Ability to perform cleaning duties, refuse removal and inventory. Provide customer care to both internal and external stake holders. Knowledge on safety measures relevant to nurses' residence.
- DUTIES** : Cleaning of floor, windows, steps and verandas. Sweeps, mop and polishing furnishes. Communicating with supervisor on student accommodation and problems in residence. Ensure a safe, clean and pleasant environment for student. Assisting of checking of room when resident vacate.
- ENQUIRIES** : Ms. BR Stasea Tel No: 011 951 6164
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as

required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 11 March 2022
- POST 07/90** : **CLEANER REF NO: REFS/006576 (X5 POSTS)**
Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Basic literacy/Abet. 2 years' experience in cleaning environment. Good interpersonal skills, be reliable and be able to work under pressure. Have physical endurance to perform cleaning duties. Provide excellent level of customer care to both internal and external costumers. Comply with safety policies and cleaning equipment's. Shift work compulsory.
- DUTIES** : Clean and disinfect sinks, counter tops, toilets, mirrors, etc. replenishes bathroom supplies. Polish metalwork such as fixtures and fittings. Sweep, mop, dump dusting, scrubbing, waxing, polishing furnishers, sluice dirty linen and hanging curtains. Wash windows, walls, doors, panel and handles. Empty waste baskets and recyclables and transport to disposable area. Do other additional tasks which are given to you by supervisor or those in authority.
- ENQUIRIES APPLICATIONS** : Ms. GS Mazibuko, Tel No: 011 951 6217
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into Consideration.
- CLOSING DATE** : 11 March 2022
- POST 07/91** : **PORTER REF NO: REFS/006577 (X1 POST)**
Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Abet or equivalent qualifications. Ability to read and write. Be prepared to work shifts and under pressure. Must have sound interpersonal relations, 2years experience in hospital environment.
- DUTIES** : transport patients from registration point to different clinical point within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to stretchers. Cleaning of wheelchairs at all times. Enter patients' data on porters' registration at emergency area.
- ENQUIRIES APPLICATIONS** : Ms. GS Mazibuko, Tel No: 011 951 6217
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 11 March 2022

- POST 07/92** : **FOOD SERVICE AID REF NO: REFS/006561 (X1 POST)**
Directorate: Support
- SALARY** : R104 073 - R122 592 per annum (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital Province: Gauteng
- REQUIREMENTS** : Abet/ equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
- DUTIES** : perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty rooster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
- ENQUIRIES** : Ms. PE Mantjane, Tel No: 011 951 6036
- APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 11 March 2022

PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 11 March 2022
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

MANAGEMENT ECHELON

- POST 07/93** : **DIRECTOR: SUPPLIER DEVELOPMENT AND MANAGEMENT REF NO:**
 Re advert Those who previously applied for this position are encouraged to re-apply.
 Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : A tertiary qualification Degree (NQF level 7) in Public Administration, BCOM, BCOM Entrepreneur, Engineering, Information Technology, Internal Auditing or Supply Chain Management. 5-10 years' experience at a Middle/Senior Management level. 5 – 10 years' experience in Quality Management and Supply Chain Management (SCM), Supplier, Youth development, and Understanding Treasury Regulations, Acts and community building. Understanding of current best practice and other developments in the field. Drivers licence.
- DUTIES** : Manage the development and control of specification requirements with end users, commodity Teams (including Open Tender Process) and Manage Supplier Site Visit reports on Open Tender Projects. Manage the Request for Proposal (RFP) packs compilation. Manage the efficient and accurate processing of data into the Central GPG supplier data base of Central Supplier Database (CSD) verified suppliers on SAP R3 and Manage / Assist with email, telephone and walk-in queries pertaining to SAP R3, SRM and CSD. Manage the Close-off on Web cycles. Manage Entity Registration (registration of individuals, NPO and NGO's). Manage reporting of procurement spend for GPG.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 07/94** : **DIRECTOR SCM POLICY NORMS AND STANDARDS REF NO: 2022/02/24.**
 Re advert those who previously applied for this position are encouraged to re-apply.
 Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : An undergraduate qualification (NQF Level 7 as recognized by SAQA) in Public Administration, Supply Chain Management, BCOM Finance, Accounting. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in the Procurement and/or Supply Chain Management field experience in implementation of SCM laws, regulations, norms, standards and governance. In addition, the candidate must also have been involved in the development of SCM policy, norms and standards.
- DUTIES** : To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Review, update and roll out the Provincial and Municipal SCM Framework for implementation, Conduct business process analysis for the refinement of internal control environments. Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards

and governance tools in the province. Manage all outputs and resources allocated to the unit, inclusive of budget and people. Preparation of various reports.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 07/95 : **ASSISTANT DIRECTOR: PUBLIC FINANCE**
Directorate: Sustainable Fiscal Resource Management

SALARY : R382 245 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification, e.g. Degree in Economics or Econometrics or Statistics. A post graduate qualification in Economics of Finance will be an added advantage. Applicants must have 3 – 5 years' experience at functional level in Financial, Economics, Econometrics and Statistics environment.

DUTIES : Coordinate the management of departmental expenditure management services. Facilitate the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial departments as required by DoRA and PFMA. Monitor that all expenditure is in line with provincial budget allocations and priorities. Analyse review and report on expenditure trends relating to overall budget. Analyse PERSAL and BAS reports and liaise with provincial departments on the identified problems and take corrective measures. Analyse policies, agreements and directive related to compensation of employees and recommend amendments based on analysis. Report finding to stakeholders. Evaluate business plans of conditional grants for compliance with the DoRA frameworks. Analyse and prepare monthly reports on budget and expenditure variance and in year monitoring reports.

ENQUIRIES : Ms. Linda Ninzi Tel No: 011 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

FOR ATTENTION : Mr O Mkhabela Tel No: (011) 355 7937

CLOSING DATE : 11 March 2022

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was

unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (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 competencies assessment tool. The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

MANAGEMENT ECHELON

- POST 07/96** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: SD/2022/02/01**
- SALARY** : R1 251 183 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
 : Applicants must be in possession of a three (3) year qualification at NQF Level 7 as recognized by SAQA in either Human Resource Management/Human Resources Development /Organizational Development /Public Management coupled with 5 years relevant senior management experience. A valid driver's license. Attach the Senior Management level Services Pre-Entry Certificate. Knowledge of the Constitution of the RSA, work experience and working knowledge of The Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act, Treasury Regulations, PAIA and POPI Acts and all other relevant policies and regulatory frameworks inclusive of infrastructure management Development System (IDMS). Knowledge, skills and experience in Organizational Development, Human Resource Administration, Training and Development and Multi -year Human Resource Planning and the managing of risks associated with HR functions. Good knowledge and experience of collective bargaining and managing employee-employer relations and driving organisational change management will be critical. An added advantage will be experience in the management of auxiliary services for example facilities, fleet and security. Computer literacy. Excellent skills related to strategic capability and leadership, people management and empowerment, programme and project management, financial management, knowledge management, change management, service delivery innovation, problem solving and analysis, client orientation and customer focus. Excellent verbal and written communication skills and interpersonal relationships; proven experience in managing relationships with relevant stakeholders especially employee organisations.
- DUTIES** : Strategically oversee, review, and coordinate the work related to Human Resource Management, Human Resource Development, Auxiliary Services, Information Communications and Technology and Infrastructure Development Management. This includes the development, review and implementation of the relevant strategies, policies, information systems and multi-year planning processes related to these functions as well as the reporting on it. Represent the organisation in collective bargaining processes. Drive governance via various governance structures such as for example OHS, Security Committee, Business Continuity Management, Training and Development. Ensure effective and efficient management of human and financial resources of the Chief Directorate.
- ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937

| | | |
|-----------------------------------|---|---|
| <u>POST 07/97</u> | : | <u>DIRECTOR: HIV AND AIDSREF NO: SD/202/02/02</u> |
| <u>SALARY</u> | : | R1 057 326 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum). |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office (Johannesburg) A Bachelor's Degree in Social Work. A minimum of 5 years' experience in Middle/Senior Management level, 5 years middle/senior management experience in Social Welfare Services environment in the Public Service. Attach Current Registration with the SACSSP. Attach the Senior Management Services Pre-Entry Certificate. A valid driver's licence. Knowledge and understanding of legislative, Policy and Institutional framework governing Social Welfare Services in the Public Service, Knowledge and understanding of Departmental Social Welfare Services priorities, commitments, policies, procedures, and processes. Knowledge of the Department's Strategic priorities, including HIV & AIDS Social Protection Mandate. Knowledge of the Department's Strategic priorities and Service Delivery model including the Department's Constitutional mandate, the PFMA and all relevant public service legislative frameworks. Analytical Skills and Competencies: Strategic Management skills, Service Delivery Innovation skills strategic reporting skills, Performance and Self Driven, Facilitation, Honesty and Integrity Problem Solving, People management and Reporting skills. |
| <u>DUTIES</u> | : | Manage and Coordinate HCBC Management and Support Programmes in the Department. Coordinate the development of policies for people affected and infected with HIV and AIDS. Coordinate the development of HIV / AIDS programmes. Facilitate capacity building at the regions and institutions on policies. Coordinate the development and maintenance of Inter-sectoral agreements and arrangements. Manage capacity building on HIV and AIDS prevention, care and support programmes. Strengthen and maintain stakeholder relations on HIV and AIDS prevention, care and support programme. Manage EPWP coordination and Capacity building programmes in the Department including the development and implementation of EPWP in the Dept. Represent the Department at National Social Sector Structures. Coordinate EPWP social sector in the province Facilitate the development and implementation of Capacity Building programmes for beneficiaries. Manage prevention for special focus group programmes in the department. Facilitate the development of Prevention Programmes and advocacy programmes in the department. |
| <u>ENQUIRIES</u> | : | Mr O Mkhabela Tel: (011) 355 7937 |
| <u>POST 07/98</u> | : | <u>DIRECTOR: STAKEHOLDER RELATIONS REF NO: SD/2022/02/03</u> |
| <u>SALARY</u> | : | R1 057 326 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum). |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office (Johannesburg) A 3-year tertiary qualification in Public Relations Management, Stakeholder Management, Community Mobilisation or Public and Development Management with NQF level 7. Five (5) years' experience at a middle or senior management level preferably in stakeholder management, community mobilisation and/or intergovernmental relations management. A valid driver's licence. Attach the Senior Management Services Pre-Entry Certificate. Knowledge and understanding of legislative and Policy framework governing Stakeholder Management, community mobilisation and intergovernmental relations. Knowledge and understanding of Institutional frameworks regulating the area of work. Knowledge and understanding of Department's Strategic Plans, priorities, and Service Delivery Model. Experience of managing engagements with stakeholders preferably in communities and sectors relevant to stakeholder management in the Social Development sphere (local, provincial, or national). Experience in developing and successfully implementing stakeholder engagement plans. A clear understanding of issues pertaining to project development and preferably familiarity with the requirements of supply chain management processes and municipal by-laws. Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative. Skills and Competencies: Excellent strategic, people and project management skills |

- coupled with the ability to manage client expectations. Excellent oral and written communication skills; good negotiation, facilitation and diplomacy skills and experience. Good interpersonal and networking skills, highly articulate team player. The SMS Competency Framework applies.
- DUTIES** : Develop and maintain a Stakeholder Management Framework and Stakeholder Engagement Strategy. Lead, manage engagement with (one or possibly more depending on the scale of the project) project stakeholders across units, provincial and local Government, statutory and non-statutory bodies, communities, and other parties to establish strong working relationships. Work closely with the Communications and line management teams as well as the Office of the MEC. Establish and maintain an effective liaison role with all relevant stakeholders (internally and externally). Attend and represent the Department at stakeholder engagements. Create and maintain a stakeholder liaison network. Oversee the maintenance of a stakeholder database regularly. Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries. Manage stakeholder engagement coordinators, providing guidance and directing their workload activities to ensure timescales and requirements are met. Work collaboratively with other members of the project team, liaising with other Stakeholder Managers in the stakeholder team and the PMO (project management office). Provide briefings and support to technical teams for meetings with stakeholders. Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales. Prepare and manage workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports. Ensure accurate audit trail maintained of all stakeholder engagement and all contact/activities are recorded on stakeholder database. Attend client-facing meetings, collaborative planning workshops and report to client on progress
- ENQUIRIES** : Mr O Mkhabela Tel: (011) 355 7937

OTHER POSTS

- POST 07/99** : **HEAD OF INSTITUTION REF NO: 2022/02/04**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Don Matera Child and Youth Care Centre
: A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.
- DUTIES** : Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement processes in the institution. Promote the development of children and youth care services.
- ENQUIRIES** : Mr Oupa Mkhabela Tel: (011) 355 7937
- POST 07/100** : **ASSISTANT DIRECTOR: INSTITUTIONS (CHILD AND YOUTH CARE) REF NO: SD/2021/02/05**
- SALARY** : R382 245 per annum

**CENTRE
REQUIREMENTS**

- : Head Office (Johannesburg)
- : A recognized Degree or Diploma in Child and Youth Care plus more than 5 years' experience in Child and Youth Care Supervision in a Child and Youth Care Centre. Registration with the SACSSP at a Professional level and a valid driver's licence. Skills and Competencies: Development oriented, self-driven, performance driven, honesty and integrity. Facilitation, training and development co-ordination, budgeting and financial management, problem solving, people management and empowerment report writing and communication.

DUTIES

- : Provide guidance and support with regard to Child and Youth Care services and programmes in the Child and Youth Care Centres. Monitor Child and Youth Care services and programmes in all Child and Youth Care Centres to ensure compliance to policies and legislation. Attend to critical and urgent matters pertaining to Child and Youth Care on behalf of the Director: Institutions. Co-ordinate Child and Youth Care services, programmes and reports across all the Child and Youth Care Centres. Provide programme and project support to the Directorate: Institutions. Assist with the analysis and consolidation of reports as submitted by the Child and Youth Care Centres. Implement service delivery initiatives in Child and Youth Care Centres.

ENQUIRIES

- : Mr Oupa Mkhabela Tel: (011) 355 7937

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

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

OTHER POSTS

- POST 07/101** : **MEDICAL OFFICER GRADE1, 2 OR 3: REF NO: MBO 12/2021 (1 POSTS)**
Re advert, those who applied previously no need to re-apply
- SALARY** : Grade 1: R833 523 – R897 939.per annum
Grade 2: R953 049 - R1 042 092.per annum
Grade 3: R1 106 037 - R1 382 802.per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Medical Officer **Grade 1** Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS, Proof of current registration (2021) with HPCSA as a Medical Practitioner – Independent practice. Certificate of service from current/previous employers stamped by HR must be attached. Certificate of registration with HPCSA as a Medical Practitioner – Independent practice. Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa. Medical Officer **Grade 2**: Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa **Grade 3**: Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diplomas in O&G, Anasthesia, HIV management and Child Health will be added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Exhibit sound knowledge of District Health System. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to participate in CPD meetings
- DUTIES** : Clinical responsibilities including examination, investigation, diagnosis, and prompt treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote good health. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighboring health institutions.
- ENQUIRIES** : Mrs SI Mkhwanazi Tel No: 035 4766242
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Practices/Chief Executive Office
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department

OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity document and Driving Licence – such copies need not be certified when applying for a post. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered

- CLOSING DATE** : 11 March 2022
- POST 07/102** : **ASSISTANT DIRECTOR: SYSTEMS MANAGEMENT: REF NO: MBO 01/2022 (1 POSTS)**
- SALARY** : R382 245 – R450 255.per annum
CENTRE : Mbongolwane District Hospital
REQUIREMENTS : Matric/ Senior Certificate/Grade 12. Degree/ Diploma in Public Management or Administration. 3 years supervisory experience in Systems management. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Department. Valid driver's license Knowledge, Skills, Training and Competencies Required: Ability to multi-task and manage change. Policy formulation and analysis. Knowledge of PFMA and Treasury Regulations. Financial management skills. Decision making skills. Problem solving skills. Sound analytical and communication skills. Strong leadership
- DUTIES** : Manage day to day functioning of systems unit both at the hospital and clinics. Manage the following services, Telecommunication, Registry, Maintenance services, Catering, Gardening services, Patient Administration, Security services, Laundry Services, Transport services, Waste management services and Health and safety. Identify efficiency gaps and apply processes to improve efficiency. Evaluate and determine need for service/work to outsource. Monitor staff attendance; identify developmental needs and training of staff. Implement stock control practices. Develop mechanisms to monitor hotel services. Deal with non-performance of contractors and manage accordingly. Ensure regular meetings are held with contractors or Private service providers. Nomination of safety representatives per component and implement/monitor safety initiatives.
- ENQUIRIES** : Mrs SI Mkhwanazi Tel No: 035 4766242
APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Practices/Chief Executive Office
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity document and Driving Licence – such copies need not be certified when applying for a post. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
- CLOSING DATE** : 11 March 2022

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

- : Direct or hand deliver applications to the addresses as indicated below: -
- EThekwini North District:** The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Mr MG Nzama.
- UMkhanyakude District:** The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr SS Mngomezulu.
- Zululand District:** The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela
- Harry Gwala District:** The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Ms TW Gazu.
- UMgungundlovu District:** The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr PM Mpanza.
- UMzinyathi District:** The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.

CLOSING DATE

: 18 March 2022

NOTE

: Applications must be forwarded to relevant address. Applications must indicate the reference number of the post applied for and the Centre on new Z83 form obtainable from any Public Service Department and should be accompanied by a comprehensive CV, ID, qualifications and a valid driver's license required by the post advertised. Required documents need not to be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applications who previously applied for this position should re-apply. Application forms Z83 (Application for employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance and to disclose financial interests in accordance with relevant prescripts. Due to ongoing spread of COVID-19 infections, where possible, interviews and technical exercise will be conducted virtually. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/her application was not successful.

OTHER POSTS

POST 07/103

: **SOCIAL WORKER: GRADE 1 (30 POSTS) RESPONSIBLE FOR GENDER BASED VIOLENCE**

SALARY CENTRE

: Grade 1: R261 456 per annum

: Prophet Isaiah One Stop Development Centre-Inanda Ref No: DSD01/02/2022PRO (EThekwini North District) (3 posts)

: Manyiseni One Stop Development Centre-Ingwavuma Ref No: DSD02/02/2022MANY (uMkhanyakude District) (2 posts)

: Godlwayo One Stop Development Centre-Ophongolo Ref No: DSD03/02/2022GODL (Zululand District) (4 posts)

: Nkuzana One Stop Development Centre-Nongoma Ref No: DSD04/02/2022NKUNZ (Zululand District) (1 post)

: Msebe One Stop Development Centre-Nongoma Ref No: DSD05/02/2022MSEBE (Zululand District) (1 post)

: Osuthu One Stop Development Centre-Nongoma Ref No: DSD06/02/2022OSUTHU (Zululand District) (1 post)

: Riverside One Stop Development Centre-Umzimkhulu Ref No: DSD07/02/2022RIVER (Harry Gwala District) (3 posts)

INKosi Mhlabunzima Maphumulo One Stop Centre- Mkhambathini Ref No: DSD08/02/2022INKOSIM (UMgungundlovu District) (3 posts)
 Emaswazini One Stop Development Centre- Landskop Ref No: DSD09/02/2022EMASWA (UMgungundlovu District) (3 posts)
 INKosi Hlatshwayo One Stop Centre- Nondweni(Nquthu) Ref No: DSD10/02/2022INKOSIH (UMzinyathi District) (2 posts)
 INKosi Molefe One Stop Development Centre- Ezicole (Nquthu) Ref No: DSD11/02/2022INKOSIM (UMzinyathi District) (1 post)
 Msinga Top One Stop Development Centre-Tugela Ferry Ref No: DSD12/02/2022MSING (UMzinyathi District) (2 posts)
 Mkhuphula One Stop Development Centre- Tugela Ferry Ref No: DSD13/02/2022MKHU (uMzinyathi District) (1 post)
 Emachunwini One Stop Development Centre Emhlangano(Tugela Ferry) Ref No: DSD14/02/2022EMA (UMzinyathi District) (2 posts)
 INKosi Mbongeleni One Stop Development Centre (1 post)-Engome (Greytown) Ref No: DSD15/02/2022MKHU (uMzinyathi District)

REQUIREMENTS

: Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Service Professions as a Social Worker; A valid driver's license; Proof of current registration with the South African Council for Social Services Profession as a Social Worker. Knowledge: Public Service Act and Regulations, Batho-Pele Principles, Knowledge and understanding of human behavior and social systems, The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organizations and communities to enhance their problem solving capabilities; The ability to promote, restore, maintain, advocate for, and enhance functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable, at risk and unable to protect themselves. Advantage: Experience in rendering professional care and support to victims of Gender Base Violence and femicide. Skills: Computer literacy, Planning and organizing, communication (written, verbal and liaison), interpersonal, Business ethics and Analytical, problem solving, report writing, time management, presentation, facilitation, language, numeracy and driving.

DUTIES

: Render a social service with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programs; Support lower level employees such as Social Auxiliary Workers, Community Care Givers and Student Social Workers; Keep up to date with new developments in the social work and social welfare fields of probation services; Perform all administrative functions required of the job.

ENQUIRIES

: Mrs RM Ntombela (EThekwinini North District) Tel No: 031 336 8776
 Mr BM Gumede (UMkhanyakude District) Tel No: 035 571 1000
 Mrs SH Mfeka (Zululand District) Tel No: 035 874 85006
 Mrs SM Sikhakhane (Harry Gwala District) Tel No: 039 259 7034
 Mr ST Mphuthi (UMgungundlovu District) Tel No: 033 341 7906
 Ms B Mchunu (UMzinyathi District) Tel No: 034 299 7577

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

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| <u>CLOSING DATE</u> | : | 11 March 2022 |
| <u>NOTE</u> | : | N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) |

OTHER POSTS

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| <u>POST 07/104</u> | : | <u>MEDICAL OFFICER GRADE 3 REF. NO: MPDOH/FEB/22/24</u> (Replacement) |
| <u>SALARY</u> | : | R1 106 037 – R1 382 802 per.annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Bernice Samuel Hospital (Nkangala District). |
| <u>REQUIREMENTS</u> | : | MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. |
| <u>DUTIES</u> | : | Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior |

doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. **NB:** Any previous experience must be covered by the attachment of certificate of services.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 07/105** : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO: MPDOH/FEB/22/25**
(Replacement)
- SALARY** : R571 242 - R662 223 per.annum (Depending of years of experience in terms of OSD).
- CENTRE** : Tintswalo Hospital (Ehlanzeni District).
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and

control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 07/106 : **OPERATIONAL MANAGER (PN-B3): MENTAL HEALTH CARE REF. NO: MPDOH/FEB/22/26**
(Replacement)

SALARY : R571 242 - R662 223 per.annum (Depending of years of experience in terms of OSD)

CENTRE : Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Mental Health Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Mental Health Care Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

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| <u>POST 07/107</u> | : | <u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH REF. NO: MPDOH/FEB/22/27</u> (Replacement) |
| <u>SALARY</u> | : | R450 939 – R507 531 per.annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Steve Tshwete Sub-District (Nkangala District). Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). Minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High level of accuracy. Proven 23 initiative, decisiveness and acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objective into practical plans. Ability to prioritize issues and other work related matters. Valid driver's licence. |
| <u>DUTIES</u> | : | Ensure the implementation of the Mental Health Care Act no 17 of 2002 and Mental Health policies at the sub district level. Coordinate and manage mental health and Substance programme. Monitor and Evaluate Mental Health programme in Sub-District. Conduct home visits to support families and mental health care users including forensic psychiatry. Facilitate establishment of community based mental health services. Intersectoral collaboration. Training and facilitation on mental health. Advocacy, mental health promotion and prevention of mental illness and substance abuse. Ensure community involvement and participation by forming support groups and working with stakeholders. Plan and organize own work and support personnel to ensure proper nursing care. Implementation quality assurance processes. Do awareness campaigns on mental health and Substance abuse. Assist in preparation of strategic plans and operational plans for the programme. Liaise with other departments and ability to work with NGOs. NB: Any previous experience must be covered by the attachment of certificate of services. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 07/108</u> | : | <u>LECTURER GRADE 1 (PN-D1) REF. NO: MPDOH/FEB/22/28 (2 POSTS)</u> (Replacements) |
| <u>SALARY</u> | : | R388 974 – R450 939 per.annum. (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Witbank Hospital (Nkangala District) and Embhuleni Hospital (Gert Sibande District). Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence. |
| <u>DUTIES</u> | : | Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective |

communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 07/109 : **PROFESSIONAL NURSE WITH MIDWIFERY GRADE 1 REF. NO: MPDOH/FEB/22/29 (2 POSTS)**
(Replacements)

SALARY : R260 760 - R492 756 per.annum (Depending of years of experience in terms of (OSD).

CENTRE : Shongwe Hospital (Ehlanzeni District).

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 07/110 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF. NO: MPDOH/FEB/22/30 (3 POSTS)**
(Replacement)

SALARY : R211 509 – R238 260 per.annum (Depending of years of experience in terms of (OSD)

CENTRE : Matikwana Hospital (Ehlanzeni District), Amersfoort Clinic and Sinqobile Clinic (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations.

Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS

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

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag X 2145, Mmabatho, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2nd floor Garona Building, Mmabatho or emailed to HSjobs@nwpg.gov.za
- CLOSING DATE** : 11 March 2022, Time (15H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: Copies of qualifications, identity document and drivers licence, such copies need not be certified when applying for the post. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. NB: The Department Reserves The Right Not To Make Appointments. Correspondence Will Be Limited To Short-Listed Candidates Only.

MANAGEMENT ECHELON

- POST 07/111** : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: H/S 01/22-23**
Directorate: Financial Administration
- SALARY** : R1 057 326 per.annum (Level 13) (all-inclusive remuneration package)
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade 12. Bachelor Degree (NQF Level 7 as recognised by SAQA) in Financial Management/ Accounting/Internal control Management. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant experience Financial Management/ Accounting/ Internal Control/ Audit field at Middle Management/Deputy Director level. Valid driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge and understanding of relevant legislation, prescripts and processes governing public service such as PFMA 1996, Treasury regulations, RAP, Labour relations Act, Financial manuals, and other relevant legislation and prescripts. Risk management & internal control methodologies and strategies. Knowledge of management and links of Government Financial Systems (BAS PERSAL and Walker). Strategic capability and leadership. Project Management. Financial Management and Accounting. Strong analytical and problem-solving skills. People management and empowerment. Computer skills.
- DUTIES** : Manage the Department's financial information systems. Manage the Department's revenue, debts and payments of creditors. Manage effective financial accounting services. Manage Department's financial planning, budgeting and reporting process. Ensure the development and maintenance of effective, efficient and transparent internal control and risk assessment/management of the unit. Management of staff performance and Perform ad hoc tasks as delegated by the CFO
- ENQUIRIES** : Ms T Sewedi Tel No: 018 388 3601

POST 07/112 : **DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 02/22-23**
Directorate: Statutory Bodies Secretariat Support Services

SALARY : R1 057 326 per.annum (Level 13) (all-inclusive remuneration package)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Bachelor Degree (NQF Level 7 as recognised by SAQA) in Public Administration/Law, LLB or any other relevant, equivalent qualification. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant middle management / Deputy Director level experience in Rental Housing / Tribunal environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, RAP, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Rental Housing Act. In-depth knowledge of Housing consumer protection measures Act. In-depth knowledge of Rental Housing Regulations and practices. In-depth knowledge of prevention of illegal eviction and unlawful occupation of land Act 19 of 1998.Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Change management skills. Client orientation and customer focus. Analytic skills. Facilitation skills

DUTIES : Manage the implementation of the rental housing Act in the province. Manage the promotion of the rental tribunal throughout the province. Manage and advice on complaints management process in respect of residential properties. Manage the effective utilisation of human and financial resources of the Directorate

ENQUIRIES : Mr T Phetlhu Tel No: 018 388 5560

OTHER POSTS

POST 07/113 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: H/S 03/22-23**
Directorate: Human Resource Management and Development

SALARY : R744 255 per.annum. (Leve 11) (all-inclusive remuneration package)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Human Resource Management/Management Services/Production Management/ Industrial Psychology/ Operations Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director level. Valid driver's Licence. Competencies/Knowledge/Skills: in-depth Knowledge of government prescripts, Job evaluation, Job description and Organisational design. Knowledge of application of Org Plus and Equate systems. DPSA directives and policies on OD and Job Evaluation Business Processes. Project management. Formulation and interpretation of policies. Sound organising and planning skills. Good communication skills. Computer literate, Problem solving and negotiation skills. Presentation skills. Leadership creativity. All management skills

DUTIES : Manage job evaluation processes. Manage the facilitation and development of job descriptions. Manage the development and review of organisational development interventions. Administer and develop delegations and delegations register. Management of staff performance and Perform ad hoc tasks as delegated by the Director

ENQUIRIES : Ms R Modisakeng Tel No: 018 388 4818

POST 07/114 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/S 04/22-23**
Directorate: Human Resource Management and Development

SALARY : R744 255 per.annum. (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. National Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Human Resource Management /Public Management/Public Administration/Industrial relations or psychology. 3-5 years relevant experience at Assistant Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: in-depth Knowledge, understanding and

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| | | application of applicable legislation and regulatory framework such as: The constitution of South Africa 1996. Public Service Act 1994. Public Service Regulations 2016. Public Financial Management act 1996. Labour Relation Act; e.t.c. Knowledge and experience in the application of relevant legislation and prescripts applicable to the human resource management and development such as: Basic conditions of employment Act1997. Skills development Act. Employment Equity Act. Occupational Health and Safety Act 1998. White paper on transforming public services delivery, White paper Human resource management in public. Strategic Planning. Leadership skills. Communication skills. Conflict management. Financial management. Project Management. Policy Development. Computer literacy. Presentation skills. |
| <u>DUTIES</u> | : | Implementation of human resource practices and Administration. Develop and facilitate the implementations of human resource administration policies and procedure manual. Manage recruitment, selection and appointment of employees. Manage conditions of services, remuneration and employee benefits. Administer personnel records. Manage resources (Financial and human) with in the directorate |
| <u>ENQUIRIES</u> | : | Ms R Modisakeng Tel No: 018 388 4818 |
| <u>POST 07/115</u> | : | <u>GRAPHIC DESIGNER REF NO: H/S 05/22-23</u> Directorate: Communications Management Services |
| <u>SALARY</u> | : | R32 543 per.annum. (Level 08) |
| <u>CENTRE</u> | : | Head Office (Mmabatho) |
| <u>REQUIREMENTS</u> | : | Matric/Grade 12. National Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Graphic Design and Multimedia. 2-5 years' experience in Graphic design and Multimedia. Competencies/Knowledge/Skills: Proficiency in Adobe CS5 design suite: Photoshop, Illustrator, Dreamweaver and InDesign. Proficiency in audio-visual and editing programmes: Adobe Premier Pro, after effects, Pro tools, Audacity. |
| <u>DUTIES</u> | : | Design and layout of communication material. Developing design briefs to produce new ideas and concepts. Archiving of designed communication material. Proofread to produce accurate and high quality work. Maintain corporate identity |
| <u>ENQUIRIES</u> | : | Mr A Pule Tel No: 018 388 1857 |
| <u>POST 07/116</u> | : | <u>SENIOR HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICES REF NO: H/S 06/22-23</u> Directorate: Human Resource Management and Development |
| <u>SALARY</u> | : | R321 543 per.annum. (Level 08) |
| <u>CENTRE</u> | : | Head Office (Mmabatho) |
| <u>REQUIREMENTS</u> | : | Matric/Grade 12. National Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Human Resource Management /Public Management/Public Administration or equivalent qualifications 2-5 years' experience. Persal certificate in Leave Administration and Persal Administration. Valid driver's Licence. Competencies/Knowledge/Skills: in-depth Knowledge of Persal system. Extensive knowledge of employee benefits. Knowledge of conditions of services. Knowledge of applicable HR legal prescripts and policies. Knowledge of Public Service Act and Public Service Regulations. |
| <u>DUTIES</u> | : | Administration of leave management. Administration of employee benefits and all terminations .Implement strategies and policies to meet the departmental needs. Advice employees on employee benefits related practices and procedures. Liaise with stakeholders (Employees and GPAA) Supervision of employees |
| <u>ENQUIRIES</u> | : | Ms R Modisakeng Tel No: 018 388 4818 |

**DEPARTMENT OF AGRICULTURE
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 14 March 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/117 : **SCIENTIST (PRODUCTION LEVEL): ENTOMOLOGY (STELLENBOSCH - ELSENBERG), REF NO. AGR 10/2022**

SALARY : Grade A: R628 014 - R676 539 per annum
 Grade B: R718 062 - R766 278 per annum
 Grade C: R809 634 - R953 715 per annum (as per OSD prescripts)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree with Entomology as major subject; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in the appropriate field of practice; 3 years post qualification natural scientific experience in Entomology; A valid (Code B or higher) driving license. Recommendation: MSc degree or higher qualification in Entomology; Experience in crops and production systems in the Western Cape (grain systems, vegetables and alternative crops). Competencies: Knowledge of the following: Integrated pest management in cropping systems of the Western Cape and the management of entomology trials in cropping systems for optimal production and sustainability; Insect and pest management is required; Record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, peer reviewed papers published in scientific journals and accredited conference proceedings and papers in the popular press in the research area; Communication skills at production and scientific level; Research connections with academic institutes involved in entomology and agronomy; Contact with industry and producers; Planning skills that involves managing a complex pest and insect management trial within cropping systems as well as the large data sets involved; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in the field of entomology in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective research services.

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

POST 07/118 : **OFFICE MANAGER: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (ELSENBERG), REF NO. AGR 06/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years' experience in rendering support services to senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven experience in administration and executive management support functions. Competencies: Knowledge of the following: Government department function and how the different spheres of government operates; Government practices and policies; Human Resource Management, Labour Relations and Human Capital Development; Financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Proven computer literacy in MS Office; Communication (written and verbal) skills.
- DUTIES** : Render line administrative support services; Execute research, analyse information and compile complex documents for the Programme Manager; Provide support to the Programme Manager with regard to meetings; Manage resources of the office of the Programme Manager; Remain up to date with regard to applicable to prescripts, policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES APPLICATIONS** : Mrs S Leukes at Tel No: (021) 808 5097
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 07/119** : **CANDIDATE SCIENTIFIC TECHNICIAN: ANIMAL SCIENCES TYGERHOEK RESEARCH FARM (RIVIERSONDEREND), REF NO: AGR 08/2022**
(3-Year Contract Position)
- SALARY CENTRE REQUIREMENTS** : R272 745 per annum (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Animal Sciences (Animal Production); Registration with SACNASP as a Certificated Natural Scientist (Candidate) is compulsory within six (6) calendar months after appointment; A valid driving license (Code EB or higher). Recommendation: Experience and knowledge of Wool-sheep farming (General management of sheep e.g. vaccinating, dosing, hoof clipping, etc.) and Wool classing (Springbuck head certificate). Registration with SACNASP as a Certificated Natural Scientist. Competencies: Knowledge of the following: Legal compliance; Research and development; Computer-aided scientific applications; Technical report writing; Creating high performance culture; Professional judgment; Data analysis; Mentoring. Skills needed: Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer literacy; Networking; People management; Planning and organising; Conflict management; Change management; Problem solving and analysis
- DUTIES** : Render basic technical assistance in research projects for the development of more efficient farming practices: Participate in planning of technical execution of research projects; Utilize available resources as required in the project plan; Execute technical aspects according to the project plan by providing technical advice and guidance to support staff, conducting research trials, gathering and capturing of raw data and and reporting to the Control Scientific Technician on a continuous basis; Management of assigned resources under the supervision of the Researcher. Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan: Perform all administrative and related functions; Contribute to compilation of reports as required; Control assets allocated to projects; Monitor expenditure; Supervise personnel; Comply with the Public Service prescripts. Render basic advice and disseminate technical information to applicable role players: Handling of enquiries; Practical demonstrations; Provide inputs with regard to publications as required; Publish popular articles and present posters at congresses/symposia. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES APPLICATIONS** : Dr A Scholtz at Tel No: (021) 808 5231
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/120 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (LADISMITH), REF NO. AGR 11/2022**

SALARY : R176 310 per annum (level 5)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Secretarial diploma; Relevant experience; A valid (Code B or higher) driving licence. Competencies: A good understanding of general administration and secretarial duties; Proven computer literacy; Written and verbal communication skills; Sound organisation and leadership abilities; Ability to do the following: Work in a team, work under pressure, prepare and deliver good presentations.

DUTIES : Provides the following: Secretarial support to the agricultural advisors; Administrative support to the agricultural advisors; General office administration; Secretariat and logistical support for all meetings and events; Travel to meetings and provide the necessary support; Liaise with all stakeholders related to the Comprehensive Agricultural Support Programme; Practicing the eight Batho Pele principles.

ENQUIRIES : Mr W Burger at Tel No: (044) 803 3747
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/121 : **FARM AID: FARM SERVICES (OUDTSHOORN) REF NO. AGR 9/2022 (2 POSTS AVAILABLE)**

SALARY : R104 073 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Literacy and Numeracy (ABET level 2/Grade 7 or equivalent qualification) Recommendation: Working knowledge and skills in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems; Advanced experience working with ostriches. Competencies: A good understanding of infrastructure; General farm work; Ostriches; Irrigation of lucerne on land; Cleaning of facilities; Basic communication skills.

DUTIES : Planting, harvesting, irrigation, loading and off-loading; General routine activities – infrastructure; Animal sciences and research; Plant sciences and research; Weekend/holiday duties

ENQUIRIES : Mr S Engelbrecht at Tel No: (044) 203 9408
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 22 March 2022

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

CLOSING DATE : 14 March 2022
NOTE :

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

OTHER POSTS

POST 07/122 : **ASSISTANT DIRECTOR: LOGISTICS, CONTRACT & PERFORMANCE MANAGEMENT, REF NO. CAS 02/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Supply Chain Management, Financial Management or Public Management; A minimum of 3 years supervisory experience related to logistics, contract and performance management. Recommendation: A valid driving license (Code B or higher). Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); SCM framework; Financial Systems (LOGIS, BAS, etc); General Conditions of the Contract & Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Report writing; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal). Ability to work independently and as part of a team.

DUTIES : Coordinate and review the following: The processing of requisitions for goods and services and payment documents; Supervise monitor, analyse and determine actions to ensure proper contract management; Supervise and monitoring the SCM environment; Supervise employees to ensure an effective logistics, contracts and performance management; Administration.

ENQUIRIES : Ms L. Sawall at Tel No: (021) 483 8032
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING, WESTERN CAPE GOVERNMENT

CLOSING DATE : 14 March 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/123 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT (DEVELOPMENT MANAGEMENT REGION 3-GEORGE), REF NO. EADP 04/2022**

SALARY : R276,831 per annum (OSD as prescribed).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural Sciences or Environmental Sciences/Management; A valid driving license (Code B or higher). Recommendation: Working knowledge in the review of EIA applications. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems. Skills

- needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving. Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.
- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.
- ENQUIRIES** : Mr D. Swanepoel at Tel No: 082 784 7551 OR Email: Danie.swanepoel@westerncape.gov.za
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT

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

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

OTHER POSTS

- POST 07/124** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : George Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry. Ability and experience in teaching.
- DUTIES** : (key result areas/outputs): Specialist psychiatric care to patients (all age groups) at George Hospital and at selected outreach sites in the beautiful Garden Route/Central Karoo districts. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex.
- ENQUIRIES** : Dr BE Boon, Tel No: (044) 802-4528, Email: Bernice.Boon@westerncape.gov.za
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

- NOTE** : No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
- CLOSING DATE** : 18 March 2022
- POST 07/125** : **DEPUTY DIRECTOR: COMPREHENSIVE HEALTH**
West Coast District
- SALARY** : R882 042 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : West Coast District Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate 4 year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in District Health Services or Health Service Management as well as experience in co-ordinating/managing Health Priority Service Conditions. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of the District Health System and strategic plan of the Department of Health (Healthcare 2030) Optimal and efficient Project Management and Financial Management skills. Good knowledge of Health related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Good interpersonal, leadership and conflict management skills. Computer literacy (Ms. Word, PowerPoint and Excel) and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Overall management and coordination of an Integrated Comprehensive Health Service in the West Coast District. Facilitate, support and coordinate Home Community Based Services, PHC Clinics and District Hospitals, including monitoring and evaluation of specific targets, indicators and health outcomes in the West Coast District. Facilitate, support, coordinate and evaluation of HIV, AIDS, STI and TB health services in the District. Management of finances and human resources within the Comprehensive Health Component. Liaise and collaborate with relevant role players/NPO's /stakeholders to ensure an integrated health service within the district.
- ENQUIRIES** : Ms C Bester, Tel No: (022) 487-9211, E-mail: Catherina.Bester@westerncape.gov.za
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Applicants will be subjected to competency assessment.
- CLOSING DATE** : 18 March 2022
- POST 07/126** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
(DEPARTMENTS: OPERATING THEATRES, TRAUMA/EMERGENCY, INTENSIVE CARE UNITS, CENTRAL PROCESSING DEPARTMENT)
Groote Schuur Hospital
- SALARY** : R856 272 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 (Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. A minimum of 4 years of the period referred to above, must be appropriate/recognizable experience at managerial level. Competencies (knowledge/skills): Expertise in Quality Assurance, Infection Prevention and Control and Risk Management. Sound knowledge of Financial Management (FBU), Cost Centre and Supply Chain Management. Experience in Change Management, Leadership, innovation

and strategic and clinical governance. Computer literacy in all MS Word packages. Human Resource Management, ability to work under pressure, meet deadlines, decision-making and problem-solving. Vast experience in Human Resource Management within a Nursing context.

DUTIES : (key result areas/outputs): Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division, 24-hours a day, 7 days a week in clinical portfolios. Effective and efficient management of human, financial and material resources. Provide professional, technical and management support to ensure the provision of quality patient care through proper management of nursing care programs. Promote and participate in nursing research, training and development. Develop, implement, maintain and revise policies, regulations, standards. Deputise for the Senior Manager Nursing. Utilise information technology and other management information for the enhancement of the service.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071/ Dr B Patel (021) 404-3178
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 March 2022

POST 07/127 : **PHARMACY SUPERVISOR GRADE 1**
Red Cross War Memorial Hospital

SALARY : R833 523 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Hospital
REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): In-depth knowledge of relevant legislation, regulations, policies, and procedures pertaining to pharmacy practice within public healthcare. In-depth knowledge of relevant finance and supply-chain instructions applicable to procurement of medicines in the public sector. In-dept knowledge of the PAJA act, contract management and BID specification regulation. Experience in managing pharmaceutical budgets. Leadership and management skills including organizational leadership, strategic planning, and operational management of the pharmacy. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stakeholder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyse and present pharmaceutical expenditure data. Practical project management skills and process improvement skills. Computer literate in MS Office, especially Excel, Word. Analytical thinking, good planning and organisational skills, an aptitude for accurate mathematical calculations and to compile reports and submissions. Experience in the procurement and financial management of medicine will be advantageous.

DUTIES : (key result areas/outputs): Ensure medicine availability and ensure the correct storage, control and distribution of medicines within the facility. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure. Interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee (PTC). Ensure compliance to financial and supply chain management regulations. Monitor the quality of data on IT systems in use in Pharmacy such as JAC and EPS. Prepare monthly and bi-annual financial reports. Implement quality improvement processes. Management of the human resources including staff development, labour relations, disciplinary processes, leave rosters, SPMS and SOPS. Implement and manage bi-annual stock-takes of all Pharmacy locations. Management of assets in the department.

ENQUIRIES : Mr E Williams, Tel No: (021) 658-5031
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 18 March 2022

POST 7/128 : **ASSISTANT MANAGER NURSING (SPECIALTY): EMERGENCY CENTRE (OVERNIGHT WARD) AND THUTHUZELA, CARE UNIT AND THEATRE SERVICES**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R624 216 per annum (PN-B4)
: Karl Bremer Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care: General Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care or Medical and Surgical Nursing Science: Operating Theatre Nursing Science. Registration with a professional council: Current 2022 registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Sound financial management understanding and skills.

DUTIES : (key result areas/outputs): Coordination of optimal, holistic specialized nursing care provided within set standards and within the professional/legal framework. Effectively manage the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services and Hospital management. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATION : Ms E Linden-Mars, Tel No: (021) 918 1224
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 18 March 2022

POST 07/129 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PAEDIATRICS) (MEDICAL WARD F1/F2)**
Red Cross War Memorial Children's Hospital

SALARY CENTRE REQUIREMENTS : R571 242 per annum (PN-B3)
: Red Cross War Memorial Children's Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: 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 above must be appropriate recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for

| | | |
|----------------------------|---|---|
| | | the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). (key result areas/outputs): Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division Institution, and Department of Health. |
| <u>DUTIES</u> | : | |
| <u>ENQUIRIES</u> | : | Ms M Franken, Tel No: (021) 658-5187 |
| <u>APPLICATION</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 18 March 2022 |
| <u>POST 07/130</u> | : | <u>OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (SURGICAL UNIT)</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : | R450 939 per annum (PN-A5) |
| <u>CENTRE</u> | : | Paarl Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/ recognizable experience after registration as a Professional nurse with the SANC in General Nursing. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Basic Computer literacy. |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>DUTIES</u> | : | (key result areas/outputs): Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Medical and Surgical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate, coordinate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations, maintain ethical standards and promote professional growth within the department. Deliver an effective support service to the Nursing Management and the Institution. |
| <u>ENQUIRIES</u> | : | Ms AL Solomons, Tel No: (021) 860-2504 |
| <u>APPLICATION</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>CLOSING DATE</u> | : | 18 March 2022 |

POST 07/131 : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (UNIT FOR INFECTION PREVENTION AND CONTROL)**

SALARY : Grade 1: R450 939 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg Hospital. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms FC Marthinus, Tel No: (021) 938-4055
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 March 2022

POST 07/132 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: PSYCHIATRY)**

Chief Directorate: Metro Health Services

SALARY : R450 939 per annum (PN-A1)
CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid code (B/EB) drivers licence. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Ability to manage the hospital after-hours and rotate on night duty. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Psychiatric and Intellectual Disability services.

DUTIES : (key result areas/outputs): Supervise, co-ordinate and delegate the provision of effective and efficient client care through adequate excellent quality care. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Effective and efficient management of all resources. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain professional growth and ethical standards and promote quality of nursing care.

ENQUIRIES APPLICATION : Ms K Tukutezi Tel No: (021) 370-1271/ Ms BL McKay, Tel No: (021) 370-1248
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 18 March 2022

POST 07/133 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)

CENTRE REQUIREMENTS : Piketberg CDC, Bergriver-Sub District
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel).

DUTIES : (key result areas/outputs): The effective management and execution of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES APPLICATION : Ms ME Ramokgadi, Tel No: (022) 913-3062
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status)."
: 18 March 2022

CLOSING DATE : 18 March 2022
POST 07/134 : **PROFESSIONAL NURSE: GRADE 1 TO 2: SPECIALITY (ADVANCED MIDWIFERY AND NEONATAL) (CLINICAL NURSE TRAINING)**

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)

CENTRE REQUIREMENTS : Worcester Regional Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife.

A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in Midwifery. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Passionate about training and research and willing to work clinically. Willingness to travel and attend formal trainings to be trained as a train-the-trainer in e.g. ESMOE, MBFI, BLS. Willingness to work after hours. Willingness to render acting duties/functions in the absence and on behalf of the Clinical Program Coordinator. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Innovative, Responsive, Resilient and Inspiring. Outstanding theoretical and clinical knowledge in general nursing and more specifically in midwifery and neonatology. Knowledge of relevant legislation pertaining to nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Critical thinking and good problem-solving skill. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : (key result areas/outputs): Implementation of induction programmes for all nursing staff. Conduct in-service and formal training for all nursing staff, continuously assess competencies and skills of nursing staff and assign/provide mentoring as required. Identify, plan and provide all relevant Obstetric specific trainings, e.g. ESMOE, MBFI. Active participation in academic and ward rounds, mortality and morbidity reviews, adverse incidents, clinical audits and documentation audits. Continuous contribution to quality patient care and maintenance thereof. Development and implementation of policies, clinical guidelines, protocols, standard operating procedures and relevant nursing documentation. Support of nursing students placed in clinical areas. Efficient and cost-effective management of physical and financial resources within component. Effective information management through accurate collection of data.

ENQUIRIES : Ms RM Bezuidenhout, Tel No: (023) 348-1104
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 18 March 2022

POST 07/135 : **STRATEGIC SOURCING SPECIALIST**
 Directorate: Supply Chain Sourcing

SALARY : R382 245 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience of providing secretariat support to Bid Adjudication or Tender Committees, or other committees with a similar strategic value. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/SYSPRO/LOGIS. Supervisory skills. Excellent written and verbal communication skills in English & Afrikaans, incl. report writing. Analytical skills (with particular focus on

- numerical accuracy, data analysis, data sets and other relevant information). Sound problem-solving skills. Presentation skills. Ability to work under pressure. Supervisory skills. Knowledge of tools for report generation (MS Word, Excel and PowerPoint, etc.)
- DUTIES** : (key result areas/outputs): Manage Procurement Planning & Demand Management Processes for the Department. Provide quarterly updates to stakeholders with regards to procurement plans. Manage the BAC/TC processes (Bid Secretariat). The review of departmental policy processes and regular communication thereon. Operationalizing provincial policy on Demand Management and procurement planning. Reporting. Manage staff and section outputs (Human Resource management).
- ENQUIRIES APPLICATION** : Ms E du Plessis, email address: Eloise.duplessis@westerncape.gov.za
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 March 2022
- POST 07/136** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Swartland PHC
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Information Management and Systems. Inherent requirement of the job: Valid code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of all applicable health information systems utilised in the Western Cape Health Department. Computer literacy (MS Outlook, Word, Excel and PowerPoint). Good management, leadership abilities and presentation skills. Working knowledge of Clinicom, Sinjani, PHCIS and National and Provincial Indicators. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Be responsible for sub-district data management in conjunction with the Sub-District Management Team as well as system implementation and system management. Be responsible for the Monitoring, Evaluation and Interpretation of Health Data on Sub-District level. Assist with the development, interpretation and implementation of policies, practices and procedures. Develop, communicate and implement Strategy & Plans in conjunction with the Sub-District Management Team. Play a supportive role to the District Office with regards to monitoring and evaluation of health information systems on Sub-District level. Be responsible for the management and development of Human Resources as well as supervision in this regard. Ensure the effective usage of stock and resources.
- ENQUIRIES APPLICATION** : Dr A Hawkridge, Tel No: (022) 487-9200
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.
- CLOSING DATE** : 18 March 2022
- POST 07/137** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE, MEDICAL RECORDS, INFORMATION MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Stikland Hospital
: Minimum educational qualification: An appropriate three year National Diploma/ Degree. Experience: Appropriate experience in Admissions, Hospital Fees and Medical Records. Appropriate experience in Information management. Appropriate experience in Clinicom and BAS. Competencies (knowledge/skills): Knowledge of Public Financial Management Act. Knowledge of all relevant financial regulations/ instructions. Knowledge of AR, BAS, JAC and SINJANI. Advanced Computer Literacy. Ability to communicate effectively in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Supervision and control of Admissions, Fees, Medical Records and Information Management Sections. Efficiently administrate admissions of patients by ensuring that all relevant information is

obtained from patient, a positive patient experience is created and CLINICOM is updated. Management of Revenue Section by keeping patients informed with regard to account balances; enquiries updating of information; reconcile of attendances as well as disposals and Cash – ups. Management of account statements by EDI Management Queries resolution, Monthly Clinicom/ BAS reconciliation and mandatory Monthly Reporting. Administration of Records Management Section by prompt and accurate supplying of files (med records) to reception, storage, tracking and control thereof. Management and presentation of data. Support to staff and supervisor.

ENQUIRIES : Mr B Mlambo, Tel No: (021) 940-4530
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 March 2022

POST 07/138 : **PERSONAL ASSISTANT (OFFICE OF THE SENIOR MANAGER MEDICAL SERVICES)**
 Groote Schuur Hospital

SALARY : R261 372 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate with an appropriate post-matric Secretarial or Office Management qualification or appropriate equivalent qualification of a minimum duration of 12 months. Experience: Appropriate experience in rendering secretarial and administrative management support to a Senior Executive Manager in a professional environment. Competencies (knowledge/skills): Full Computer literacy (Office Suite, i.e Ms Word, Excel, Outlook and PowerPoint). Ability to work fully independently and utilise own initiative to complete task and projects. Ability to execute duties accurately, thoroughly and on time and ability to work under pressure. Good interpersonal skills, Good planning, organisational and presentation skills. Good conflict management skills. Excellent telephone etiquette, displaying empathy to client and staff alike. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Able to compile and write relevant documents.

DUTIES : (key result areas/outputs): Provide a secretarial support service to the Senior Manager Medical Services. Provides administrative support in terms of adhering to personnel requirements by staff directly reporting to the SMMS. Supports and undertakes appropriate projects. Manages the comprehensive administration of all research applications and approvals for GSH. Provide administrative support services with regards to meetings, including minute taking. Execute office and general administrative duties. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables. Relief and other related duties.

ENQUIRIES : Dr B Eick, Tel No: (021) 404-6288
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 18 March 2022

POST 07/139 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (CLINICAL NURSE TRAINING: CBS)**
 West Coast District

SALARY : Grade 1: R260 760 per annum (PN-A2)
 Grade 2: R320 703 per annum (PN-A3)
 Grade 3: R388 974 per annum (PN-A4)
CENTRE : West Coast District Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Proof of current registration with the SANC. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade**

3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid driver's (Code B/EB) licence. Willingness to travel. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in (Ms. Excel, Word, and PowerPoint). Proficiency in report writing. Appropriate training/facilitation experience.

DUTIES : (key result areas/outputs): Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conduct, monitor and evaluate all training activities offered to Community Care Workers. Assist with other nurse training according to needs identified within the district.

ENQUIRIES : Mrs C Engelbrecht, Tel No: (022) 487-9361

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

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

CLOSING DATE : 18 March 2022

POST 07/140 : **CHILD MINDER**
Red Cross War Memorial Children's Hospital

SALARY : R124 434 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shift weekends and public holidays and overtime and/or rotation basis. Competencies (knowledge/skills): Ability to work independently and within a team. Ability to perform child minding activities, multitask and take overall responsibility for each child. Educare teaching and training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Provide quality childcare to children at the Red Cross War Memorial Children's Hospital Chéche and create a safe, stimulated and happy environment for the children. Supervise/look after the children between the ages 4months to 6 years. Receive the children and parents in a warm and professional manner. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Basic education and training of children and monthly reporting. Maintain a clean and healthy environment to prevent infections.

ENQUIRIES : Ms G Cloete, Tel No: (021) 658-5063

APPLICATION : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

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

CLOSING DATE : 18 March 2022

POST 07/141 : **OPERATOR (PNEUMATIC TUBE STATION)**
Groote Schuur Hospital

SALARY : R124 434 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts (weekends included). Willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to

communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents.

ENQUIRIES : Mr L Terblanche, Tel No: (021) 404-5037

APPLICATION : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.

FOR ATTENTION : Mr MS Benjamin

NOTE : No payment of any kind is required when applying for this post. Successful candidates may also be required to undergo competency assessment/proficiency test.

CLOSING DATE : 18 March 2022

POST 07/142 : **CLEANER (7 POSTS)**
Groote Schuur Hospital

SALARY : R104 073 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum requirements: Basic literacy and numeracy. Inherent requirement of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr E Cassiem, Tel No: (021) 404-3237

APPLICATION : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.

FOR ATTENTION : Mr MS Benjamin

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

CLOSING DATE : 18 March 2022

POST 07/143 : **HOUSEHOLD AID**
Red Cross War Memorial Children's Hospital

SALARY : R104 073 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirement of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : (key result areas/outputs): Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.).

ENQUIRIES : Ms L Chenga, Tel No: (021) 658-5436

APPLICATION : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 March 2022

POST 07/144 : **PORTER (2 POSTS)**
Groote Schuur Hospital

SALARY : R104 073 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts, weekends and on public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
DUTIES : (key result areas/outputs): Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

ENQUIRIES : Mr E Cassiem, Tel No: (021) 404-3237
APPLICATION : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
CLOSING DATE : 18 March 2022

**DEPARTMENT OF LOCAL GOVERNMENT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 14 March 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapgov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/145 : **GISC TECHNOLOGIST (PRODUCTION LEVEL), REF NO. LG 04/2022**

SALARY : Grade A: R369 351 - R398,166 per annum
Grade B: R420,402 - R452,895 per annum
Grade C: R480,678 - R 566,223 per annum (OSD as prescribed).

CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in GIS or related qualification; A minimum of 3 years post qualification GIS experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technologist; A valid driving license (Code B or higher). Competencies: Working knowledge of the following: Geographic Information Systems; Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster Management systems and procedures as applied in all three spheres of Government. Skills needed: Communication (verbal and written); MS office package (MS Word, MS Excel, MS outlook, MS Teams); Project management; Negotiation; Ability to: Work under pressure in emergency or disaster situations; Willingness to work long and abnormal working hours.

DUTIES : Provide the following: GIS support to the Western Cape Provincial Disaster Management Centre (WC: PDMC); GIS support to District Disaster Management Centres in the Western Cape; GIS support in the development of

risk and vulnerabilities maps; Ad-hoc GIS support to units within the Department of Local Government. Ensure the following: The development and maintenance of a Spatial Information System at the WC: PDMC; Support the management of human resources, performance management and finances in the sub-directorate.

ENQUIRIES : Mr L. Nokoyo at Tel No: (021) 937 6359
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 07/146 : **DEPUTY DIRECTOR: MITIGATION, REF NO. LG 05/2022**

SALARY : R744,255 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Disaster Management or related; A minimum of 3 years relevant management level experience in disaster risk reduction or similar environment. Recommendation: Registered or eligible to register with the Disaster Management Institute of Southern African DMISA; Experience in Project Management. Competencies: Knowledge and understanding of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster management systems and procedures. Skills needed: Training and education; Marketing; Media; Crisis management; Project management; Negotiation; Information technology; Communication (written and verbal). Ability to: Work under pressure in emergency or disaster situations; Manage, lead, motivate and focus people; Deal with the public; Work independently; Decisive.

DUTIES : To oversee the co-ordination, monitoring, and support of the following disaster management functions: The compilation and maintenance of prevention and mitigation (risk reduction) strategies and plans; The inclusion of the Disaster Management Chapter in the IDPs of all municipalities; The development and maintenance of Disaster Management marketing, awareness, and research programmes; The development and maintenance of Disaster Management training and capacity building programmes; The development of Disaster Management community-based structures and co-ordinate and monitor the implementation thereof; The management of human resources and performance management in the Sub-Directorate; The management of the finances in the Sub-Directorate; The participation in strategic management of the Directorate.

ENQUIRIES : Mr S.W Carstens at Tel No: (021) 937 6309
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

CLOSING DATE : 14 March 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 07/147 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO. DOTP 01/2022**

SALARY : R382 245 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting or Financial Management; A minimum of 3 years relevant experience in a financial accounting environment. Recommendation: Working experience in Basic Accounting and Logistical Information Systems (BAS and LOGIS); Sound knowledge of Modified Cash Standards. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Financial systems (Logis and BAS); Drafting of Financial Statements. Skills needed: Computer literacy in MS Office (Word, Excel and Outlook); Leadership; Communication (Written and verbal).
- DUTIES** : Management of payments, inter-departmental claims and clearing of ledger accounts; Manage the bank account of the Department; Execution of pre-auditing, payment verification and analysis of payment batches to identify potential internal control deficiencies; Accurate and timeous submission of inputs to Financial Statement; Managerial tasks and strategic capability.
- ENQUIRIES** : Mr LJ Petersen at Tel No: (021) 483 5758
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**PROVINCIAL TREASURY,
WESTERN CAPE GOVERNMENT**

MANAGEMENT ECHELON

- POST 07/148** : **DIRECTOR: FISCAL POLICY, REF NO. PT 18/2021 R1**
- SALARY** : R1 057 326.per annum (Level 13). (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Master's degree in Economics/Finance/Business Administration/ Public Policy; Minimum of 6 years appropriate middle management experience; and The successful completion of the Senior Management Pre-entry Programme. Recommendation: Valid driver's license. Competencies: Knowledge of the People Management function; Knowledge of the Financial Management process; Knowledge of norms and standards (PFMA, MFMA, NTR's and PTR's); Excellent communication skills; Excellent planning, organizing and people management skills; and Strategic and capability leadership.
- DUTIES** : Accountable for assessing and optimising both vertical and horizontal division of national transfers through conditional grants, provincial equitable shares; Ensuring that contributions are made to the budget process requirements within the Provincial Treasury by developing a fiscal framework; Accountable for comparing In-Year Monitoring (IYM) with the Basic Accounting System (BAS) and Vulindela reports for technical correctness and making recommendations; Accountable for ensuring that the fiscal policy processes and logistics for the Western Cape Racing and Gambling Board (WCRGB); Responsible for reports on the revenue review, indicating the variances, expenditure and growth; Responsible for managing the Provincial Revenue Fund and providing for the cash flow requirements of the Province. Accountable for monitoring and evaluating debt; and Effective human resource management within Directorate: Fiscal Policy.
- ENQUIRIES** : Dr R Havemann Tel No: (021) 483-5715
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of

competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

- CLOSING DATE** : 14 March 2022
- POST 07/149** : **DIRECTOR: MUNICIPAL FINANCE MANAGEMENT ACT COORDINATION, REF NO. PT 03/2022**
- SALARY** : R1 057 326 per annum (Level 13). (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Accounting/Finance/Economics; A minimum of 6 years relevant middle-management experience; A minimum of 5 years' in a municipal environment; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: A valid driver's licence or alternative mode of transport for people with disabilities; Working knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), National Treasury Regulations (NTR); Working knowledge of provincial policy development, Financial Management and Municipal Minimum Competency. Competencies: Knowledge of the following: Management; Project Management; Financial Management. Strategic capability and leadership; Change Management; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management.
- DUTIES** : Provide strategic management, guidance and advice in terms of the MFMA implementation in the province; Monitor the implementation of the MFMA in the province; Coordinate and report on all activities in relation to the MFMA implementation in the province; Provide intergovernmental coordination within the province, municipalities and national government; Report to the executive council and NT on the implementation of the MFMA; People Management and Empowerment.
- ENQUIRIES** : Mr S Kenyon at Tel No: (021) 483 3579
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable

to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

CLOSING DATE :

14 March 2022

OTHER POSTS

POST 07/150 :

CHIEF FINANCIAL ANALYST: FINANCIAL COMPLIANCE, REF NO: PT 04/2022

SALARY CENTRE REQUIREMENTS :

R744 255 per annum (level 11) (All-inclusive salary package)
 Provincial Treasury, Western Cape Government
 An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance, Law or Commerce; A minimum of 3 years management level experience in a financial legislative, internal control or similar environment; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply
 Recommendation: Report writing experience.
 Competencies: Knowledge of the following: Public Finance Management Act; Governance environment; Administrative procedures relation to specific working environment including norms and standards; Skills need: Applied strategic thinking; Problem solving; Decision making; Analytical ability; Communication (written and verbal) and presentation skills.

DUTIES :

Research, develop and update financial governance norms and standards (policies, procedures, frameworks) for departments; Monitor, evaluate and report on compliance with the Public Finance Management Act; Drive and coordinate an integrated, collaborative provincial governance improvement programmes (CGRO and FMCMM) for the Western Cape provincial government; Preparation of reports on progress with financial management in Public Finance Management Act compliant institutions; Co-ordinate the development of internal control related standards to enhance systems of internal control; Maintain the governance and internal control framework; Support institutions with implementation of the governance and internal control framework and internal control related standards.

ENQUIRIES APPLICATIONS :

Mr A Hardien at Tel No: (021) 483 4550
 Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE :

Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE :

14 March 2022

**DEPARTMENT OF SOCIAL DEVELOPMENT
 WESTERN CAPE GOVERNMENT**

MANAGEMENT ECHELON

POST 07/151 :

DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: DSD 02/2022

SALARY CENTRE REQUIREMENTS :

R1 057 326 per annum (Level 13). (All-inclusive salary package)
 Department of Social Development, Western Cape Government
 An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Supply Chain Management/ Financial

Management; A minimum of 6 years Middle Management level experience in a supply chain management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Working knowledge of the following: Supply Chain Management; Asset Management; Financial Management; Project Management; Knowledge of the following: Prevention of organised crime; Policy development; Systems Thinking; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Monitoring and evaluation methods, tools and techniques; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Service Delivery Innovation; Client Orientation and Customer Focus; Problem solving; Sound budgeting; Presentation and communication skills.

DUTIES : Establish and maintain a Supply Chain Management and Asset Management System; Ensure the development and implementation of the Supply Chain Management strategies, policies, systems, practices and procedures for governance, demand, training and development, risks and performance management service; Oversee the rendering of a service with regard to acquisition, contract and logistics management; Create and maintain electronic systems, tools, services and support for the execution of the system; Strategic Management; Change Management; People Management; Efficient and effective management of all financial resources/ aspects and all performance requirements as related to the PFMA and corporate governance; Management of resources to achieve pre-determined indicators and service delivery imperatives; Sound labour relations.

ENQUIRIES : Mr JO Smith at Tel No: (021) 483 8679
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

CLOSING DATE : 14 March 2022

OTHER POSTS

POST 07/152 : **ASSISTANT DIRECTOR (FUNDING): RESTORATIVE SERVICES, REF NO. DSD 05/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Social Development, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Finance; A minimum of 3 years relevant experience in a financial environment or similar. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (Written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
- DUTIES** : Manage the implementation of the uniform policy for programme funding; Develop SOP's in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions: Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management: Participation in the recruitment of staff within the component; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery and manage the performance, discipline, evaluation and rewarding of staff in the component; Promote sound employee relations.
- ENQUIRIES** : Mr M Gaba at Tel No: (021) 483 4212
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 14 March 2022
- POST 07/153** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: CONTRACT MANAGEMENT AND ADMINISTRATION, REF NO: DSD 07/2022**
- SALARY** : R321 543 per annum (level 8)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices

per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy

DUTIES : Acquisition Management; Develop and implement strategic sourcing plans; Compile bid documents; Contract management and Administration; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Logistics Management; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc.)

ENQUIRIES APPLICATIONS : Ms J Smith at Tel No: (021) 483 3695
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co.za> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 14 March 2022

POST 07/154 : **ADMINISTRATIVE OFFICER: RESTORATIVE SERVICES (FUNDING), REF NO: DSD 04/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 7)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills; budgeting, leadership, liaising and decision making; Written and verbal communication skills.

DUTIES : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.

ENQUIRIES APPLICATIONS : Ms C Khatieb at Tel No: (021) 483 3902
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co.za> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support

is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 14 March 2022
- POST 07/155** : **ADMINISTRATION CLERK (FUNDING): ECD AND PARTIAL CARE, REF NO: DSD 03/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Ability to perform the following: Manage conflict; Speak in public and make presentation to large or small groups; Possess the following skills: Planning and organising, problem solving, interpersonal relations, budgeting, leadership, decision making and liaising skills; Proven computer literacy (MS Office); Written and verbal communication skills.
- DUTIES** : To evaluate and process prescribed documents for payment; Check financing agreements for correctness; Monitor compliance and identify non-compliance with prescribed policy/ legislation and funding conditions; Request appropriate reports and follow up any outstanding documents; Monitor submission and evaluate financial statements as well as do conjugated calculations; Check appropriate records/ reports; Render a support function to the senior staff; Advice and information to the Assistant- Director regarding payment trends, and budget inputs; Render a support function to Programme Offices in line with the Departments 'Integrated Service Delivery Model; Provide programme sponsors and managers with financial and non-financial data; Administrative support.
- ENQUIRIES APPLICATIONS** : Mr D Cowley at Tel No: (021) 483 6296
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 14 March 2022
- POST 07/156** : **GENERAL FOREMAN: FACILITY MANAGEMENT (HORIZON), REF NO. DSD 06/2022**
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (level 4)
: Department of Social Development, Western Cape Government
: Junior Certificate (Grade 10 or equivalent qualification); A minimum of 2 years' experience in relate work spheres. Competencies: Knowledge and understanding of the following: Repairs; Plumbing; Welding; Basic safety precautions in handling hazardous material/liquids; Event services / preparations; Use of cleansing equipment; Maintenance / care of cleaning equipment; Skills in the following: Exercising leadership; Practical demonstrations; Serving clients / customers; Basic communication; Good teamwork.
- DUTIES** : Maintenance of buildings; Ensure gardening / maintaining grounds; People Management.
- ENQUIRIES APPLICATIONS** : Mr M Johnson at Tel No: (021) 931 0233
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950,

Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 22 March 2022

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

CLOSING DATE : 14 March 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 07/157 : **CHIEF ARCHITECT: EDUCATION INFRASTRUCTURE, REF NO: TPW 09/2022**

SALARY : R912 048 per annum (All inclusive salary package) (OSD as prescribed).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; A valid code B (or higher) driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

DUTIES : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural

risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

ENQUIRIES : Mr D Nugent at Tel No: (021) 483 8501
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 07/158 : **ASSISTANT DIRECTOR: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: TPW 11/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in Supply Chain Management/ Finance/ Audit environment. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Skills needed: Problem-solving, Decision-making; Project management; Information management; Communication (written and verbal); Ability to work in a team.

DUTIES : Ensure the following in compliance with departmental policies, procedure, guidelines and applicable legislation: Assist in the implementation of an effective supply chain management performance management system that measures the performance of suppliers in accordance with departmental policies and procedures and applicable legislative requirements, the supply chain management unit and the Department; Review and collate supply chain management information for timely reporting to relevant stakeholders; Conduct the annual SCM risk assessment, develop the SCM risk universe and risk response plan; Monitor the performance of supply chain management activities; Develop and review departmental policies and applicable to supply chain management and perform and support supply chain management compliance testing and institute remedial action; Perform SCM abuse; complaints, enquiries and appeals investigations; Perform the related activities to the functioning of the supply chain management committee system, inclusive of the secretariat service.

ENQUIRIES : Ms P van der Merwe at Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 07/159 : **ASSISTANT DIRECTOR: MASAKHISIZWE BURSARY PROGRAMME (STAKEHOLDER MANAGEMENT), REF NO: TPW 12/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' administrative experience. Recommendation: Applicable course/training in Project Management; PMBOK certified or similar e.g., PMP or eligible for future certification; Proficiency with Microsoft Office Suite; Ability to travel and work remotely; MS Project or similar project management software experience. Competencies: Knowledge of the following: Skills Development Regulatory Framework; Public Transport and Public Service administration; Provincial and Departmental strategies/policies/prescripts and other documents that address skills shortage; Provincial Growth and Development Strategy; The Strategic Infrastructure Plan Knowledge and sound application of relevant computer software/programmes; Human capital administration; Financial administration. Skills needed: Communication (written and verbal); Computer literacy; Report writing. Ability to: Interpret and apply policy; Conduct research.

DUTIES : To establish maintain and manage public and private relationships and/or partnership with internal and external stakeholders; Develop, co-ordinate and

implement in conjunction with Masakh'iSizwe team the support services programmes including securing funding, outreach programmes, employment skills, work integrated learning programmes and vacation training programmes; Provide support management of the stakeholder relationship/partnership; Conduct research that informs project(s) development profiles; Act as project manager by developing, implementing and maintaining projects which promotes the stakeholder relationship; Implement service level agreements related to contracts; To evaluate, review and monitor the projects in order to achieve the required outcomes within the stipulated timeframe; Participate in the planning of the Masakh'iSizwe Programme to enhance business processes and procedures to ensure the programme's services are aligned to the strategic objectives and operational needs of the Department.

ENQUIRIES : Ms C.L. September at Tel No: (021) 483 9841
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 07/160 : **ADMINISTRATIVE OFFICER: EDEN/OVERBERG (GEORGE), REF NO. TPW 06/2022**

SALARY : R261 372 per annum (Level 7)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent) qualification; A minimum of 6 years relevant administrative experience. Competencies: Knowledge of the following: All legislation, regulations and policies impacting on public transport activities; Internal office procedures, e.g. copy, sort, fax and verify document legibility; Supply Chain Management processes; Applicable information management systems; Problem analysis and decision making ability; Creative Thinking; Communication (written and verbal) skills.

DUTIES : Assist in the following: Management of the provision of transport services and public transport infrastructure; Implementation of Non-Motorised Transport and Special Needs Passenger plans and strategies; Supporting and capacitating local authorities with regard to the implementation of land transport service; Monitoring contractual compliance of the bus public transport service provider through Intelligent Transport Systems, Integrated Fare Management system and on the ground verification (spot checks); Highlight need for intervention / evaluation in event of contractual non-compliance; Analysing operational data; Conducting desktop research on matters relating to land transport; Research and analysis of local community public transport needs and opinion; Update and maintain a filing system in accordance with the departmental file plan and Electronic Content Management system; Perform advanced typing work; Coordinate logistics and meeting arrangements; Collect, analyse and collate information as requested; Develop and maintain databases; Remain abreast with legislation, prescripts, policies, procedures and processes that apply to Land Transport, and to ensure the effective and efficient application thereof. (NLTA, PLTF, PFMA, PSO's); Processing of service provider payments, S&T claims. timeous payment of expenditure accounts and projections of expenditure of sub-directorate.

ENQUIRIES : Mr J Robb at Tel No: (044) 801 9493 / James.Robb@gogeorge.org.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>