



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2022

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **CENTRE FOR PUBLIC SERVICE INNOVATION:** Kindly note that the post of Executive Director with reference number:0001/2022 advertised in Public Service Vacancy Circular 09 dated 11 March 2022 the closing date has been extended to 14 April 2022. Please email your application quoting the relevant reference number to [Recruitment@cpsi.co.za](mailto:Recruitment@cpsi.co.za) (All documents must be attached in a pdf format) or Hand Deliver to: Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, PRETORIA, 0007. (Applications without the necessary documentation will not be considered). For attention Ms. Tshepo Buthelezi.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE** : 19 April 2022 at 16:00

**NOTE** : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed previous experience) copies of qualifications, service certificates, driver's licence, proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement.

## OTHER POSTS

**POST 12/01** : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/047**  
Directorate: Operational Management

**SALARY** : R477 090 per annum (Level 10)

**CENTRE** : Mpumalanga (Nelspruit) (Mbombela)

**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Commerce/Agriculture/ Development Studies/Social Science / Law / Economics. 3 – 5 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques, Community facilitation, Understand and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management, Leadership skills, Computer literacy and Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES** : Coordinate the lodgement of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph

reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D submission.

**ENQUIRIES** : Mr BJ Magabane Tel: (013) 754 8028  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

**NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 12/02** : **PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2022/048**  
 Directorate: Property Management

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : A National Diploma in Agriculture / Property Management / Law (property law) (NQF Level 7). 3 years' experience in property management field or environment. Job related knowledge: Public Finance Management Act, (PFMA). Understanding of the value-added development of communities. Knowledge of project management. Knowledge of land reform prescripts and policies. Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management, and Research skills. Analytical skills and Interpersonal skills. A valid driver's licence. Self-driven individuals who take initiative, are willing to travel and/ or work irregular hours.

**DUTIES** : Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreement. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Development of lease schedule for all state properties. Coordinate and conduct inspection of state properties. Administer the signing of land and caretaker agreements. Coordinate and conduct verification of state land. Provide secretariat services to beneficiary selection committee. Maintain proper usage of movable assets. Coordinate asset verification pre and post transfer. Barcoding of assets. Secure, protect the state assets against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Manage records of original contract and inspection reports. Keeping of records of original contract and inspection reports. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to District. Ensure proper usage and maintenance of warehouse and leased assets.

**ENQUIRIES** : Ms M Sitsila Tel No: (051) 400 4200  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

**NOTE** : African, Coloured, Indian males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.

## 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 19 April 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Drivers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Driver's license and registration certificate must be attached if required).

## OTHER POST

- POST 12/03** : **SENIOR PERSONNEL OFFICER REF NO: DBE/25/2022**  
Branch: Finance and Administration  
Chief Director: Human Resource Management, Development and Labour Relations  
Directorate: Human Resource Management and Administration  
Sub-Directorate: Recruitment and PMDS
- SALARY** : R176 310 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of a Senior Certificate or equivalent qualification plus experience in recruitment and selection and PMDS; Experience in MS word and Excel are required; Knowledge of relevant policies and legislation is required; Good organisational, communication (verbal and written) and interpersonal relations are essential; Ability to deal with confidential matters, work under pressure and work independently as well as within a team.
- DUTIES** : The successful candidate will be responsible for placing advertisement of vacant post; Sorting and capturing of applications forms received for advertised posts; Arranging interviews; Taking minutes; Writing submissions and memos; Compiling unsuccessful letters; Verifying qualifications and criminal records; Assisting with Performance Management Development System (PMDS); Filing of mid-year and annual assessment forms and capturing them on PERSAL; Shredding of unsuccessful application forms; Arranging meetings and Performing any other duties delegated to you.
- ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- NOTE** : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 20 April 2022 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : NB: Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. The new Z83 requires an applicant to complete it in full (all sections). The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver's license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

## OTHER POST

- POST 12/04** : **FINANCE CLERK, REF NO: CFO 22/3/1 (2 POSTS)**  
Finance Management Division, Chief Directorate Budget Management, Fleet Command Budget Management
- SALARY** : R176 310 per annum (Level 5)
- CENTRE** : Simon's Town, Cape Town.
- REQUIREMENTS** : Minimum Requirements: Grade 12 certificate with finance related subjects. Ability to understand and interpret basic financial policy. Sound reasoning, mathematical and problem solving skills. MS Word, Excel, PowerPoint. Well-developed verbal and written communication skills. Able to compile effective reports and statistics. Trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of the financial

function in the Department of Defence/Public Service. Basic knowledge of the Financial Management System (FMS)/BAS or any financial systems. Basic knowledge of financial policy, PFMA and Budget process.

**DUTIES**

: Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry for incoming/outgoing correspondence and maintain a filing system. Collect/deliver budget related documentation from and to other directorates and sections. Assist management wrt general administrative functions at the Budget Management office.

**ENQUIRIES**

: Ms Y. Kweyama, Tel (012) 787 4613.

**APPLICATIONS**

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

**NOTE**

: All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, Africans female, Coloured males and People with disability.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 19 April 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](http://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: Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

## OTHER POSTS

- POST 12/05** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO HR 4/4/8/631**
- SALARY** : R477 090 per annum
- CENTRE** : Provincial Office: Free State
- REQUIREMENTS** : Three- years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB. A valid Driver's licence (B). Two (2) years supervisory experience and Two (2) years functional experience in Labour/ Inspection Enforcement Services. Knowledge: Departmental Policies and Procedures, Batho Pele



Principle, Public Financial Management Act (PFMA), Public Service Regulations, Employment Equity Act and COIDA. Skills: Planning and Organising, Computer Literacy, Communication, Problem Solving, Interviewing, listening and observation, Presentation, Research, Project management, Analytical and Innovative.

**DUTIES** : Ensure the implementation of programmes, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act. Monitor, evaluate and report on the impact of Employment Equity Act Programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

**ENQUIRIES APPLICATIONS** : Mr M Luxande Tel (051) 505 6325  
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: [Jobs-FS4@labour.gov.za](mailto:Jobs-FS4@labour.gov.za)

**POST 12/06** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING: REF NO HR 4/4/8/632**

**SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
: Provincial Office: Free State  
: Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Electrical Engineering. A valid Driver's licence. Four (4) years functional experience in Electrical Engineering Services. Knowledge: Departmental Policies and Procedures, Batho Pele Principle, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards and OHS Management System. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Communication (Verbal & Written), Innovative, Analytical, Research and Project Management.

**DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES APPLICATIONS** : Mr. M Luxande Tel (051) 505 6325  
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: [Jobs-FS3@labour.gov.za](mailto:Jobs-FS3@labour.gov.za)

**POST 12/07** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION REF NO: HR 4/4/8/630**

**SALARY CENTRE REQUIREMENT** : R382 245 per annum  
: Provincial Office: Free State  
: Three (3) year tertiary qualification in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/Corruption environment, Valid Driver's Licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, All Labour Legislation, Anti-Fraud and Corruption Polices, Legal Environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organising, Time Management, Conflict Management, Analytical, Investigation, Communication (Verbal & Written), Computer Literacy and Presentation.

**DUTIES** : Implement Fraud detection and Anti-Corruption Strategies for provincial office. Conduct investigation on reported cases of Fraud and Corruption. Assists in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & Corruption management programmes. Analyse systems capabilities to anti-fraud & corruption management programmes.

**ENQUIRIES APPLICATIONS** : Mr Z Malusi Tel: (051) 505 6351  
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at 43 Charlotte Maxeke Street, Bloemfontein Email: [Jobs-FS1@labour.gov.za](mailto:Jobs-FS1@labour.gov.za)

**POST 12/08** : **INSPECTOR REF NO: HR 4/4/8/15**

**SALARY** : R211 713 per annum  
**CENTRE** : Kuruman Labour Centre: Northern Cape  
**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

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

**ENQUIRIES** : Mr Z Gwiliza Tel: 060 989 2368  
**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-NCKUR@Labour.gov.za](mailto:Jobs-NCKUR@Labour.gov.za)

**POST 12/09** : **SENIOR REGISTRY CLERK REF NO HR4/22/03/07HO**

**SALARY** : R176 310 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12/ Matric certificate. No experience required. Knowledge: Registry and records management, Batho Pele Principles. Skills: Computer literacy, Customer Relations skills, Interpersonal relationship.

**DUTIES** : Render effective and efficient Registry Services. Opening of file according approved records classification/File Plan. Process records for archiving and disposal. Handle incoming and outgoing departmental correspondence.

**ENQUIRIES** : Ms P Mokomane Tel: 012 309 4075  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**GRADUATE INTERNSHIP PROGRAMME  
FOR 2022/2023 TO 2024 FINANCIAL YEAR.**

*The Department of Employment and Labour, Kimberly Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme for the financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.*

**OTHER POST**

**POST 12/10** : **INTERNSHIP REF NO: HR 4/4/8/12**  
(Re-advertisement)

**SALARY** : R6083.66 per month  
**CENTRE** : Kimberley Labour Centre: Northern Cape  
**REQUIREMENTS** : Social science / National Diploma: Public Management / Administration  
**DUTIE** : Office Administration Duties  
**APPLICATION** : 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  
**ENQUIRIES** : Mr Geswint Tel: (053) 838 1582

## 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 X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town, marked for the attention: Human Resources Management.
- CLOSING DATE** : 19 April 2022
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by copies of 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. Please note that should you not use the newly amended Z83 and completed, initialled, and signed in full, the department reserves the rights to disqualify your application. 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 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-preentryprogramme/>. Shortlisted candidates must provide proof of successful completion of the course. 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 post of Chief Marine Conservation Inspector Ref No: FIM14/2022 advertised in Public Service Vacancy Circular 10 of 2022 dated Friday, 18 March 2022 as POST 10/42, The Centre is Kleinmond and not Cape Town: Foretrust Building

## OTHER POST

- POST 12/11** : **SCIENTIST PRODUCTION GRADE A-C: COASTAL AND MARINE ECOSYSTEM HEALTH RESEARCH REF N: OC 01/2022**
- SALARY CENTRE REQUIREMENTS** : R618 732 – R939 621 per annum (All-inclusive remuneration package)  
: Cape Town  
: An appropriate recognized B.Sc Hons Degree in Natural Sciences (marine biology, biological or physical oceanography, or related field) plus three (3) to six (6) years relevant post-qualification experience. Good knowledge and understanding of coastal and marine ecology within South Africa's marine environment, and of the impacts human activities on ecosystem health, including emerging pressures such as underwater noise. Good experience of

working in a research environment and in a research laboratory. A willingness to conduct research in the field of marine acoustic ecology. Good skills in research and development, programme and project management, relevant computer-aided scientific applications and data analysis, communication (both verbal and written), and report writing. Experience with scientific study design. Willingness and ability to go to sea regularly and for extended periods (the successful candidate must pass a medical examination for seafarers, Section 101 of the SAMSA Act of 1951). A valid code EB driver's licence. The candidate must be registered with SACNASP.

**DUTIES**

: Develop and implement methodologies, policies, systems and procedures. Data processing and analysis, regulatory functions and development of indicators. Undertake fieldwork, laboratory analysis and original research in the field of coastal and marine ecosystem health, including with regard to impacts of underwater noise of marine organisms. Collect, process and analyse data, manage data input and maintain databases, and generate data reports and scientific publications. Provide research and development, scientific support and advice relating to Coastal issues, as required by management. Provide advice on pollution issues including with regard to mitigation measures. Collaborate in relevant research programmes locally, regionally and internationally. Participate in capacity building and training programmes, to transfer skills and mentor junior staff and students. Perform administrative and planning tasks as required.

**ENQUIRIES**

: Mr L Madikiza Tel No: 021 819 5010

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms V Maja, Tel No: 012 764 3912 / Ms L Pale Tel No: 012 764 3976
- CLOSING DATE** : 19 April 2022 (16:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. 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.

**OTHER POST**

- POST 12/12** : **ARTISAN (SPECIALISED PRODUCTION) (MECHANISED BINDING) (GPW22/11)**
- SALARY** : R290 967 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade test in Mechanized Craft Bookbinding. Five years post qualification experience. Knowledge of various bookbinding equipment such as the Guillotine, Folding, Book sewing machine, Hard cover and softcover binding machines, Craft binding and any other binding and finishing related machine; quality conscious. Knowledge and adherence to Health and Safety procedures and regulations, Willingness to work extended hours and shifts.
- DUTIES** : Responsible to adjust, run and maintain world class mechanised binding production equipment. Provide technical knowledge and advice to Printers Assistant and Artisans on binding equipment for troubleshooting and technical problem solving purposes. Play a key role in maintaining quality standards. Train learners and Artisans. Ensure quality assurance. Assist and perform scheduled operator maintenance on binding equipment.
- ENQUIRIES** : Mr TH Khumalo Tel. (012) 748-6329

## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 19 April 2022

**APPLICATIONS** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za) accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

## MANAGEMENT ECHELON

**POST 12/13** : **DISTRICT MANAGER OPERATIONS (12 POSITIONS)**

**SALARY** : R1 073 187 - R1 264 176 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Eastern Cape: or Tambo District Municipality: (Umtata), Ref No: HRMC: 18/22/1a (1 Post)  
 Eastern Cape: Chris Hani District Municipality, (Komani-Queenstown), Ref No: HRMC: 18/22/1b (1 Post)  
 Free State: Mangaung Metro Municipality: (Bloemfontein), Ref No: HRMC: 18/22/1c (1 Post)  
 Gauteng: Ekurhuleni Metro Municipality: (Germiston), Ref No: HRMC: 18/22/1d (1 Post)  
 Gauteng: Johannesburg Metro Municipality: (Johannesburg CBD), Ref No: HRMC: 18/22/1e (1 Post)  
 KwaZulu-Natal: King Cetshwayo District Municipality: (Richardsbay), Ref No: HRMC: 18/22/1f (1 Post)  
 KwaZulu-Natal: Umgungundlovu District Municipality: (Pietermaritzburg), Ref No: HRMC: 18/22/1g (1 Post)  
 Limpopo: Capricorn District Municipality: (Polokwane), Ref No: HRMC: 18/22/1h (1 Post)  
 Limpopo: Mopani District Municipality: (Giyani), Ref No: HRMC: 18/22/1i (1 Post)  
 Northern Cape: John Taolo Gaetsewe District Municipality: (Kuuruman), Ref No: HRMC: 18/22/1j (1 Post)

Northern West: Bojanala District Municipality: (Rustenburg), Ref No: HRMC: 18/22/1k (1 Post)

Northern West: Ngaka Modiri Molema District Municipality: (Mmabatho), Ref No: Hrmc: 18/22/1l (1 Post)

**REQUIREMENTS**

: An undergraduate qualification in Operations Management /Social Sciences or Leadership, Management or Administration at (NQF level 7) as recognized by SAQA. 5 years' experience in middle / Senior management level is required. Extensive experience in Operations Management is required. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge and understanding of Civic Services Act as well as the Immigration Services Acts. Knowledge of the Public Service Regulatory Framework. Knowledge and understanding of departmental legislation and prescripts. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Program and project management. Change, knowledge and information management. Decision making and initiating action. Communication, business report writing and presentation skills. Influencing and networking. Planning and Organising. Logistics and Operations management. Research methodology and analysis. Policy development, diplomacy and computer skills. A valid drivers' license, willingness to travel and work extended hours.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Oversee the management and the oversight of Inspectorate activities in the District Municipality. Coordinate the district inspectorate services. Manage Immigration operations (e.g. inspectorate, law enforcement, deportations and inspectorate functions). Manage the collaboration of law enforcement agencies in combating with illegal immigration, (corruption, fraud, human, human trafficking and human smuggling). Manage the effective compliment, speedy and humane management of deportation of transgressors of the immigration Act. Coordinate the effective and consistence investigation of non-compliance to the Immigration Act, Refugee Act and other departmental legislation. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Ensure efficient management of risk and audit queries to obtain an improved audit outcome in the District / Metro Municipality. Identifying policy gaps, provide inputs and comments on drafting policy documents. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District. Develop the Operational plan for prioritisation and resource planning. Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and

effectiveness in service delivery. Oversee operations and activities of all Inspectorate to meet the needs of the clients in line with the departmental service standards. Provide strategic direction within the District Municipality. Manage the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements and new legislation on are of work. Ensure the implementation of innovative initiatives. Provide executive support in the District. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure compliance with all audit requirements within the District. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the District. Ensure effective development and management of internal service level agreements. Ensures effective alignment of Civic and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district. Recommend and implement performance improvement initiatives. Ensure effective and compliant implementation of performance management within the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro- municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Develop and maintain good relations within the department and all stakeholders. Represent the District at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder's relationship related to the delivery of services. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government. Manage human, physical and financial resources in the District Municipality. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the District. Ensure management of external contractors and suppliers. Ensure that Finance, supply chain and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the Unit (attraction, retention, development). Ensure the implementation of performance management system. Ensure the management grievances, discipline and terminations in the District Municipality. Lead and direct staff in the District so that they are able to meet the departmental objectives. Ensure that managers are equipped with the required skills to manage transformation and transition.

**ENQUIRIES**

: Eastern Cape: Mr S Mapukata, Tel No: (043) 604 6418  
 Free State: Ms B Sekonyana, Tel: No: (051) 410 3902  
 Gauteng: Mr P Mlangeni, Tel No: (011) 242 9039  
 KwaZulu-Natal: Ms N Tshezi, Te No: (031) 845 5003  
 Limpopo: Mr J Kgole, Tel No: (015) 287 2802  
 Northern Cape: Ms S Botha, Tel No: (053) 807 6706  
 North West: Ms M Seleke, Tel No: (018) 397 990

**APPLICATIONS**

: Quoting the relevant reference number, direct your CV, copy of ID, valid driver's license and highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to the specific E-mail address below:  
 Eastern Cape: [ECrecruitment@dha.gov.za](mailto:ECrecruitment@dha.gov.za)  
 Free State: [FSrecruitment@dha.gov.za](mailto:FSrecruitment@dha.gov.za)  
 Gauteng: [GPreruitment@dha.gov.za](mailto:GPreruitment@dha.gov.za)  
 KwaZulu-Natal: [KZNrecruitment@dha.gov.za](mailto:KZNrecruitment@dha.gov.za)  
 Limpopo: [LIMrecruitment@dha.gov.za](mailto:LIMrecruitment@dha.gov.za)  
 Northern Cape: [NCrecruitment@dha.gov.za](mailto:NCrecruitment@dha.gov.za)  
 North West: [NWrecruitment@dha.gov.za](mailto:NWrecruitment@dha.gov.za)



- POST 12/14** : **DIRECTOR: NETWORKS, REF NO: HRMC 18/22/2**  
 (This is a re-advertisement, candidates who previously applied and are still interested, would need to re-apply).  
 Branch: Information Services, Chief Directorate: Infrastructure Management.
- SALARY** : R1 073 187 - R1 264 176 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria,  
 : An undergraduate qualification in Information Technology /Computer Science and related qualification at (NQF level 7) as recognized by SAQA. 5 years' experience in middle management/Specialist is required. Extensive experience years' experience in IT Networks is required. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Experience in managing a network with not less than 300 users. Extensive experience in a LAN and WAN environment essential Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge and understanding of network concepts, architectures and protocols. Sound knowledge of Minimum Information Security Standards (MISS), The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation and prescripts. Knowledge of LAN and WAN. Strategic capability and leadership, service delivery innovation, client orientation and customer focus. Change management, accountability and decision making. Conflict management and resolution. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organising. Computers and networks. Technology design (Networks), telecommunications, troubleshooting, high level L2 and L3 networking skills. A valid drivers' license, willingness to travel and work extended hours, weekend and on call are essential.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the implementation of WAN and LAN operations. Direct, plan, organise, and manage operations for stability, availability and integrity of the organization's IT network infrastructure. Manage the delivery of critical support services for day to day IT network operation, data communications, and telecommunications according to the required time frames. Manage and development and implementation of LAN and WAN environment. Oversee the designing and availability communication infrastructure in the department. Ensure approval and recommend the usage of new or changed standards to ensure improved efficiency, effectiveness and robustness. Manage the project work and producing weekly/ monthly reports in relation to network infrastructure and other problems. Provide input into the estimation and scheduling of implementation of activities. Manage and ensure the implementation of identified potential threats and liaise with IS Security for resolution/ addressing threats. Manage the development of identified policies and standards and guidelines to be followed by DHA to ensure safe keeping of networks. Provide support to the Chief Directorate regarding reporting requirements of the function. Maintain relationship with service providers (Internet Service Providers, SITA, and other network infrastructure services companies). Manage and ensure bandwidth to ensure adequate capacity throughout the Department. Liaise with IS security to ensure minimisation of threats such as intrusion. Manage the performance of external Service Providers. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan and ensure effective prioritisation and resource planning. Provide strategic direction to the Unit. Manage and monitor the delivery of the operational plan against the agreed objectives and time frames. Report on the performance of the directorate against the business plan and APP to the Chief Director. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation initiatives. Provide advice and guidance on network aspects and matters. Ensure alignment of the networks' strategy with

the overall Departmental strategy. Ensure operational efficiency and service delivery improvement of network support in the Department. Oversee the availability of the network throughout the Department. Direct testing and analysis on all elements of the network facilities, including software, power and communications infrastructure. Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation. Manage and ensure that the network infrastructure is effectively maintained and monitored. Monitor network performance and provide security measures in conjunction with IS Security Unit, troubleshooting and maintenance as needed. Develop policies and procedures in conjunction with the policy and strategy Directorate. Manage projects in conjunction with Special Initiatives to ensure that are implemented to best practice network standards. Create and build partnerships with various internal Stakeholders in order to enforce compliance. Ensure collaboration with IS Governance to ensure the effective planning, maintenance and management of the Departmental Network. Oversee effective capacity planning of the network. Enforce high quality transmission on the network. Ensure good governance and compliance within the Directorate. Provide inputs to IS business Units in the development of processes and procedures and ensure effective implementation. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Represent the directorate at management and other government forums. Monitor and ensure compliance with legislation, regulations and Departmental policies and procedures. Manage human, physical and financial resources. Manage the budget and monitor that expenditure is in line with financial requirements and the Directorate's objectives. Manage external Contractors and Suppliers within the Directorate in an effective and efficient manner. Liaise with internal business Directorate to ensure that Supply Chain Management and Asset Management are effectively managed. Submit proposals, plans and budgets in advance for all project initiatives that are required. Agree on the training and development needs of the Directorate and ensure that these are acted on. Manage the implementation of the employment equity plan within the Unit. Implement effective talent management processes within the Unit (attraction, retention, development). Manage the implementation of compliant performance management within the Unit. Manage grievances, discipline and terminations within the unit in accordance with departmental policies and prescripts.

**ENQUIRIES  
APPLICATIONS**

: Mr N Mabaso, Tel: (012) 406 4980  
 : Quoting the relevant reference number, direct your CV, copy of highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to: E-mail: [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

**POST 12/15**

: **DIRECTOR: DRAFTING, REF NO: HRMC 18/22/3**  
 (This is a re-advertisement, candidates who previously applied and are still interested, would need to re-apply).  
 Branch: Institutional Planning and Support, Chief Directorate: Legal Services, Directorate: Drafting.

**SALARY**

: R1 073 187 - R1 264 176 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE  
REQUIREMENTS**

: Head Office, Pretoria,  
 : An undergraduate qualification in Law or related field at NQF level 7 as recognized by SAQA. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. 5 years' experience at a Middle Management level, in the area of legislative drafting. Extensive experience in legislative drafting, legal research and the provision of legal opinions. Admission as an Advocate or Attorney will be an added advantage. Knowledge of drafting standards and style in the Republic. Knowledge of the South African Constitution. Knowledge of the Public Service Act and its Regulations. Knowledge of the Public Service Act and its Regulations. Knowledge of Public Finance Management Act. Understanding of the departmental legislation as well as Human Resources legislation and prescripts. Client orientation and customer focus. Honesty and integrity. Communication, negotiation and presentation skills. Knowledge management. Decision making. Problem

solving and analysis Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills. A valid drivers' license, willingness to travel and work extended hours when required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure implementation of legislative drafting and service delivery improvement within the Directorate. Action legislative programmes identified in the Strategic Plan of the Department. Oversee the drafting, vetting, promotion and finalisation of all identified amendments to legislation. Ensure effective implementation of legislative review processes. Oversee the effective implementation of processes and system enhancements within the Directorate. Develop identified standard operating procedures. Ensure effective and efficient service delivery against agreed timelines. Drafting and amending primary and secondary legislation administered by the Department. Drafting and scrutinising of international Agreements and Memorandum of understanding to be entered into by the Department. Create and build partnerships with various internal and external Stakeholders in order to enhance service delivery. Manage the escalation of legal issues where appropriate to the Chief Director. Provision of professional legal advice to the Department. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the Directorate. Coordinate, monitor and report on the delivery of the operational plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the operational plan to the CD/DG. Develop technical expertise within the Directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on drafting contract aspects and matters. Identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Provide strategic direction within the Directorate. Develop and implementation of policies and procedures, directives, Acts and regulations. Develop and review legal policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Build relationships with external auditors and other assurance providers. Ensure compliance with policies, procedures and prescripts. Determine appropriate resources to achieve objectives. Monitor process on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and Departmental policies and procedures. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objectives. Monitor and report on the utilization of equipment. Ensure that the preparation of the budget is in line with Strategic Plans & Department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Directorate is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Directorate. Ensure compliance with all audit queries within the Directorate. Represent the Directorate at management and other government fora. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES**

: Ms C Mocke, Tel No: 082 301 8580

**APPLICATIONS**

: Quoting the relevant reference number, direct your CV, copy of ID, valid driver's license and highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za), by the closing date to: E-mail: [legalrecruitment@dha.gov.za](mailto:legalrecruitment@dha.gov.za)

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 20 April 2022 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: 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; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 12/16** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/18/2022**  
Branch: Corporate Services  
Chief Directorate: Human Resources  
Directorate: Human Resource Management  
Sub-Directorate: Human Resource Provision
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 6/ 7 as recognized by SAQA) in Human Resource Management/ Public Administration. Minimum of 3-5 years' relevant experience at Practitioner (Principal Personnel Officer)/ Senior Practitioner (Chief Personnel Officer) level. Knowledge and understanding of required policies, procedures and applicable legislation governing Human Resource Processes in the Public Service. Excellent working knowledge of PERSAL, Pension Case Management System (PCM), the Vulindlela system and MS Office packages. The ability to communicate to all stakeholders both written and verbal. Working knowledge of the pension process, recruitment and selection, leave management and conditions of service. Customer focus will be important.

**DUTIES** : The successful candidate will be responsible for the following: The facilitation and management of the Recruitment and Selection process. Facilitation and management of all aspects of Human Resource Administration. Facilitation and management of conditions of service. Manage, facilitate and coordinate all PERSAL related functions. Provide leadership within the Sub-directorate as well as manage departmental resources responsibly.

**ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply.

**POST 12/17** : **SUPPLY CHAIN PRACTITIONER: ORDERS REF NO: DOHS/17/2022**  
Branch: Chief Financial Officer  
Directorate: Supply Chain Management  
Sub-Directorate: Orders and Payments  
Division: Orders

**SALARY** : R261 372.per annum (Level 7)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial Environment or any other relevant qualification. 0-2 years' relevant experience in Logistics. A valid driver's license will be an advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its associated Regulations (PPPFA); Treasury Regulations and other Public Service financial legislative frameworks, analytical and numerical skills, good report writing skills, contract management, interpersonal and problem solving skills; ability to work under pressure with strict deadlines and overtime; Computer literacy with proficiency in MS Word, Excel, LOGIS courses and a working knowledge of BAS.

**DUTIES** : The successful candidate will perform the following duties: Processing of orders on LOGIS. Store administration: follow up on outstanding orders and assist with store stock takes. Compiling of IFS/AFS reports on commitments, consumables and inventory. Requesting of quotations from RT 3 (Photo copier machine contract), ensure agreements between DHs and RT 3 suppliers were signed, report on contract expiry dates.

**ENQUIRIES** : Ms N Nortman, Tel No: (012) 444-9115  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

*The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.*

- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X 941.Pretoria, 0001 or hand deliver to 473 Benstra Building, Stanza Bopape/Church Street, Arcadia, Pretoria, 0001
- CLOSING DATE** : 20 April 2022
- NOTE** : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV and attach all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

**WORK INTEGRATED LEARNING: GRADUATE INTERNSHIP AND TVET LEARNERS PLACEMENT PROGRAMME 2022/2023**

- NOTE** : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University and Technical Vocational Education and Training (TVET) Colleges Graduates who have not been exposed to work experience related to their qualification. Direction to apply: Applicants must be 18 – 35 years of age. Applicants must be submitted on form Z83 (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV, original copies, qualifications, ID copy, and proof of address(certified copies only for shortlisted candidates). One application quoting the reference number must be made and be submitted to below address.

**OTHER POSTS**

- POST 12/18** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME REF. NO: Q9/2022/14 (1 POSTS)**
- STIPEND** : R6175.per month
- CENTRE** : National Office, HRM&DS
- REQUIREMENTS** : Qualification: National Diploma/Degree in Human Resource Management

**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/19** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/15 (1 POSTS)**

**STIPEND** : R6175.per month  
**CENTRE** : National Office, Finance Services  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Finance Management / Financial Accounting

**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/20** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME REF. NO: Q9/2022/16 (1 POST)**

**STIPEND** : R 6175.per month  
**CENTRE** : National Office, Finance Services  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Supply Chain Management / Procurement / Logistics

**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/21** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/17 (2 POSTS)**

**STIPEND** : R6175.per month  
**CENTRE** : National Office, Information Communication Technology  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Information Technology  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/22** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/18 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : National Office, Office of the Executive Director  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Office Management and Technology  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/23** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/19 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : KwaZulu-Natal Provincial Office: Durban  
**REQUIREMENTS** : Qualification: Bachelor of Technology in Forensic Science  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/24** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/20 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Western Cape Provincial Office: Bellville  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/25** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/21 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Gauteng Provincial Office: Johannesburg  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/26** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/22 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : KwaZulu-Natal Provincial Office: Durban  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/27** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME REF. NO: Q9/2022/23 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Limpopo Provincial Office: Polokwane  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/28** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO. Q9/2022/24 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Northern Cape Provincial Office: Kimberly  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/29** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/25 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Free State Provincial Office: Bloemfontein  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/30** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/26 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Eastern Cape Provincial Office: East London  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/31** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/27 (1 POST)**

**STIPEND** : R6175.per month  
**CENTRE** : Mpumalanga Provincial Office: Nelspruit  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/32** : **24 MONTHS GRADUATE INTERNSHIP PROGRAMME: REF. NO: Q9/2022/28 (1 POSTS)**

**STIPEND** : R6175.per month  
**CENTRE** : North West Provincial Office: Mahikeng  
**REQUIREMENTS** : Qualification: National Diploma/Degree in Public Administration / Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185

**POST 12/33** : **18 MONTHS TVET LEARNER PLACEMENT PROGRAMME (N6 QUALIFICATION): REF. NO. Q9/2022/29 (1 POST)**

**STIPEND** : R4000.per month  
**CENTRE** : National Office: Auxillary Services  
**REQUIREMENTS** : Qualification: N6: National Certificate in Public Management  
**ENQUIRIES** : Mr M Thipe: Tel No: 012 399 0185



## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 19 April 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](http://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. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 12/34** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/83/SA**

**SALARY** : R518 088 – R1 210 842 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : State Attorney: Bisho  
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Computer Literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

**ENQUIRIES APPLICATION** : Ms. KC. Ngomani Tel No: (012) 357 8661  
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** : 1. People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.

<b><u>POST 12/35</u></b>	:	<b><u>COURT MANAGER (06 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate: Ladysmith: Ref No: 22/40/KZN Magistrate Court: Madadeni: Ref No 22/41/KZN Magistrate Court: Ntuzuma: Ref No: 22/42/KZN Magistrate Court: Pinetown: Ref No: 22/43/KZN Magistrate Court: Verulam: Ref No: 22/44/KZN Magistrate Court: Izingolweni to Oversee Harding: Ref No: 22/45/KZN
<b><u>REQUIREMENTS</u></b>	:	A three year qualification in Public Administration/Management or a National Diploma/ Degree/ NQF level 6 in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; Three (3) years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Teamwork and leadership skills; Interpersonal skills; Conflict and problems solving skills; Customer focus and responsive.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J.N. Mdaka Tel No: (031) 372 3000 Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
<b><u>POST 12/36</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543– R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court: Pietermaritzburg; Ref No: 22/46KZN Magistrate Court: Harding; Ref No: 22/47KZN
<b><u>REQUIREMENTS</u></b>	:	Three-year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Asset Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: Knowledge of Financial Management (Vote and Trust Account); People Management; Computer literacy (Microsoft packages); Sound Leadership and Management skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; 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; Perform any other duties necessary to ensure smooth office running.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T.O. Majola Tel No: (031) 372 3000 Quoting the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

- POST 12/37** : **LABOUR RELATIONS OFFICER REF NO: 22/48/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: Durban
- REQUIREMENTS** : A three years Bachelor Degree / National Diploma in Labour Relations/ Public Administration/ Management/Human Resource Management or NQF 5; At least 3 years' experience in Labour Relations environment. A valid driver's license; South African Board for People Practice will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office: Word, Excel and Power Point); Proven experience in Labour Relations. Effective and clear verbal and written Communication skills as well as ability to maintain good interpersonal relations. Ability to work under pressure; Problem solving skills and analytical thinking ability.
- DUTIES** : Key Performance Areas: Promote sound labour relations in the Department. Co-ordinate and administer Grievances, Disciplinary Hearings and Labour Relations matters. Attend to dispute resolutions for the GPSSBC, PSCBC, CCMA, Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Provide advice in respect of strike actions; grievances; disciplinary matters to line managers; Prepare and draft memorandum/submissions and reports for consideration by management; Conduct Awareness sessions and provide training on Labour relations aspects and functions.
- ENQUIRIES** : Ms M. P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 12/38** : **ASSISTANT MASTER, MR3-MR5 REF NO: 22/93/MAS**
- SALARY** : R260 928 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Bloemfontein
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Curatorships; Administration of deceased estates; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Provide strategic direction to the office; Ensure that departmental policy, procedures and legislation are implemented; Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Manage the operations regarding the Guardian's Funds and resources in the office; Compile and analyze monthly APP reports.
- ENQUIRIES** : Mr. C. Msiza Tel No: (012) 315 4754
- 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 12/39** : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 22/49/KZN**
- SALARY** : R216 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : Bachelor's Degree in Administration or equivalent relevant qualification and one year experience in the Justice System and/or relevant sector environment; A valid driver's licence. Willingness to travel Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and

- DUTIES** : Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- ENQUIRIES APPLICATIONS** : Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; Deal with complaints and ensure the effective administration of the specialized Courts ( maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
- POST 12/40** : **FAMILY LAW ASSISTANT REF NO: 22/50KZN**
- SALARY** : R216 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Ntuzuma
- DUTIES** : Three (3) year Bachelor's Degree/National Diploma in legal field or equivalent legal qualification; Knowledge of the functions of the Office of the Family Advocate; A valid driver's license, willing to travel extensively within the province and beyond; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); legal research; Good interpersonal relations;
- ENQUIRIES APPLICATIONS** : Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Screen correspondence and draft responses on behalf of the Family; Conduct mediations in disputes regarding parental responsibilities and rights.
- POST 12/41** : **SENIOR COURT INTERPRETER (2 POSTS)**
- SALARY** : R216 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court: Pietermaritzburg; Ref No: 22/51/KZN  
Magistrate Court: Ubombo; Ref No: 22/52/KZN
- DUTIES** : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid drivers' license. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- ENQUIRIES APPLICATIONS** : Key Performance Areas; Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES APPLICATIONS** : Ms P.C. Shange Tel No: (031) 372 3000 (Pietermaritzburg)  
Ms M.P. Khoza Tel No: (031) 372 3000 (Ubombo)
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

- Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 12/42** : **ESTATE CONTROLLER EC1 REF NO: 22/91/MAS**
- SALARY** : R201 387 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Port Elizabeth  
: An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office; Consult with stakeholders in ensuring effective and efficient delivery of services; Prepare all monthly management and court reports in the prescribed formats.
- ENQUIRIES APPLICATIONS** : Mr. R. Chauke Tel No: (012) 315 1329  
: 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** : People with disabilities are encouraged to apply.

## OFFICE OF THE CHIEF JUSTICE

*The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:*



- APPLICATIONS** : **National Office: Midrand/ Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.
- Johannesburg:** Labour and Labour Appeals court: Johannesburg (sitting in Polokwane): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.  
19 April 2022
- CLOSING DATE** :  
**NOTE** : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. In the filling of these posts, preference will be given to Women and Persons with Disabilities. All applications must be in a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za/www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.judiciary.org.za/www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driving license (where appropriate) and any other relevant documents should accompany the application. (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned

requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

**ERRATUM:** Kindly note that the following posts that were advertised in Public Service Vacancy Circular 04 dated 04 February 2022 with a closing date 18 February 2022. Judge's Secretary (Durban High Court), Ref No: 2022/23/OCJ. The post is a three (3) years' contract. We apologies for any inconvenience caused.

#### **MANAGEMENT ECHELON**

- POST 12/43** : **CHIEF OF STAFF: PRIVATE OFFICE OF THE CHIEF JUSTICE, 2022/64/OCJ**  
(Three Year Fixed Term Contract)
- SALARY** : R1 269 951 - R1 518 396.per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Grade 12 and an LLB or equivalent qualification in Law (NQF 7) as recognised by SAQA. A postgraduate qualification in Management or Law will be an added advantage. Experience in management either in public or in private sector. Minimum of five (5) years' appropriate experience at Senior Management level. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organisational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel often and work long hours. A valid driving license. The candidate need to meet the requirements for a top-secret security clearance. Attributes: Self-driven. Display initiative. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Excellent communication skills (written and verbal). Competencies: Strategic capability and leadership. Programme and project management. Financial management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.
- DUTIES** : Provide strategic leadership in the Private Office of the Chief Justice. Manage and ensure the effective and efficient administration of the Private Office of the Chief Justice. Manage financial, human and other resources allocated to the Private Office of the Chief Justice. Provide and coordinate executive protocol, security and related technical or legal administration support services. Provide executive and administrative support to the Chief Justice. Provide domestic and international stakeholder management services. Provide executive liaison services to the Chief Justice in support of his ceremonial functions and interaction with the Executive and Legislative Branches of the State. Develop, maintain, and implement administrative (document and other management)

systems for the Private Office of the Chief Justice. Develop, manage and coordinate the preparation of draft speeches and other documents as required by the Chief Justice.

**ENQUIRIES** : Technical and HR Related Enquiries: Ms L Kwinika Tel No: (010) 493 2500 / 2578

**POST 12/44** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, REF NO: 2022/65/0CJ**

**SALARY** : R1 269 95 – R1 518 398 per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

**CENTRE REQUIREMENTS** : National Office: Midrand  
Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in Management or Social Sciences or Development Studies (emphasis on Human Resource Management, Public Administration, Public Management) or equivalent qualifications. A relevant postgraduate qualification will be an added advantage. Minimum of six (6) years of experience at a senior managerial level of which at least 5 years must have been at senior management level. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and experience across the HR management and development spectrum. Knowledge and good understanding Public Services Act 1994, Labour Relation Act, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, White Paper on Transformation of the Public Service, Treasury Regulations, Public Financial Management Act and Occupational Health and Safety Act). Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance and should have a valid driving license. Skills and Competencies: Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management. Competencies in capability and leadership. Financial management. Programme and project management. People management and empowerment. Change management. Service delivery innovation. Client orientation and customer focus; and communication and ability to perform under pressure. Able to analyse and solving problems with sound judgment. Decision-making. Managing complexity. Planning and organizing. Accountability. Resilience. Business performance management and organisational resource management.

**DUTIES** : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department. Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department. Managing the promotion of the optimal recruitment, utilisation and retention of human resources. Ensuring the provision of human resource support services to operational staff in line with business requirements and the departmental strategy. Building capacity through human resource development and performance management. Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players. Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act. Facilitating processes for ensuring that the Department has adequate human resource capacity. Promoting employee health and wellness in the Department. Undertaking a risk assessment, implementing and maintaining an effective risk management strategy. Ensuring compliance with the Public Service Act and all prescripts related to human resource management, and managing resources allocated to the Human Resource Management and Development Unit.

**ENQUIRIES** : Technical and HR Related Enquiries: Ms L Kwinika Tel No: (010) 493 2500 / 2578



<b><u>POST 12/45</u></b>	:	<b><u>CHIEF DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT, REF NO: 2022/66/OCJ</u></b>
<b><u>SALARY</u></b>	:	R1 269 95 – R1 518 398. per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in Information Technology. A relevant postgraduate qualification (Masters in Information Technology) will be an added advantage. Minimum of six (6) years' relevant experience of which 5 years must be at a senior managerial level in Information Technology. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and understanding of the OCJ's support requirements to the Judiciary as an arm of the State. Knowledge and understanding of the ICT environment end-to-end. Knowledge and understanding of ICT infrastructure management including disaster recovery planning. ICT management in relation to strategic alignment, value delivery, resources and risk management. Knowledge of IT Service Management. Knowledge of ICT Governance. Knowledge of ICT project management and delivery. Excellent leadership and organisational skills. Ability to provide leadership to a team of specialised and administrators. Innovative and self-driven professional with proven leadership skills. Excellent interpersonal skills. Ability to perform under pressure. Skills and Competencies: Excellence in Strategic Capability and Leadership, Financial Management, Programme and Project management. People Management and empowerment. Change Management. Service Delivery Innovation. Analysis, problem solving and judgment. Decision Making. Managing Complexity. Planning and Organising. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management.
<b><u>DUTIES</u></b>	:	Provide strategic leadership, technology planning and support for the Judiciary and the Office of the Chief Justice. Develop strategies, policies, standards and procedures. Implement the OCJ ICT strategies, policies and Standard Operational Procedures (SOP's). Direct the overall operations and staff of the ICT function to ensure stable ICT Infrastructure and operations. Strategically oversee the development, monitoring, supporting and optimizing of key functional areas, particularly business applications, network infrastructure, security, server infrastructure, data communications and telecommunications systems. Resolve hardware, software, related incidents and problems in a timely and accurate manner. Develop and implement a customer service platform to serve the organization. Participate in vendor contract negotiations for all new computer equipment and software purchases for the organization. Create a cost-benefit analysis for all projects. Manage the day-to-day operations of the information technology department. Establish and direct the strategic and tactical goals, policies, and procedures for the information technology function. Propose hardware/software solutions to accomplish the organization's business objectives. Identify user needs and resolve problems. Service Level Management.
<b><u>ENQUIRIES</u></b>	:	Technical and HR Related Enquiries: Ms L Kwinika Tel No: (010) 493 2500 / 2578
<b><u>POST 12/46</u></b>	:	<b><u>DIRECTOR: EMPLOYEE RELATIONS REF 2022/67/OCJ</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in in Labour Relations / Industrial Relations / Human Resources Management / Labour Law). An LLB Degree will be an added advantage. Minimum of five (5) years' applicable middle/senior management working experience in employee relations and wellness. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and good understanding of Labour

Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, White Paper on Transformation of the Public Service, Treasury Regulations, Public Financial Management Act. Knowledge and understanding of the Employee Health and Wellness framework in the Public Service. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance and should have a valid driving license. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation. Problem solving and planning and organizing. Computer literacy. Communication (written and verbal).

**DUTIES** : Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Provide strategic support and effective coordination of dispute resolution mechanisms by developing and implementing dispute resolution protocol for the Department, rendering advisory services to Management on issues of collective bargaining, managing a sound relationship between unions and Management and serving as a Chief Negotiator at the Departmental Bargaining Chamber (DBC). Provide strategic support in ensuring that the Department complies with the Employment Equity Act by ensuring effective implementation and monitoring of Employment Equity Plan, conducting of employment equity audits in order to identify the barriers in terms of the employment practices, proper implementation of gender programs within the Department. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department.

**ENQUIRIES** : Technical and HR Related Enquiries: Ms L Kwinika Tel No: (010) 493 2500 / 2578

#### OTHER POSTS

**POST 12/47** : **PROTOCOL COORDINATOR TO THE CHIEF JUSTICE (ROLE-PLAYING POST), REF NO: 2022/68/OCJ**

**SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Constitutional Court

**REQUIREMENTS** : Grade 12 and an appropriate Bachelor Degree/ National Diploma (NQF level 6, 360 Credits). Any protocol specific qualification will be an added advantage. Minimum of three (3) years' relevant experience. A valid driving license. Skills and Competencies: Ability and willingness to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. Excellent communication skills (both written and verbal). A sense of attention to detail. Extensive knowledge of relevant protocol prescripts and the application thereof. Proven high-level logistical coordination and organizing skills. Excellent report writing skills.

**DUTIES** : Develop and maintain a protocol management framework for the office of the Deputy Chief Justice. Liaise with stakeholders (national and international) with a view to ensure that due protocol is observed during ceremonial and official engagements of the Deputy Chief Justice. Support the Deputy Chief Justice during ceremonial and official engagements and provide technical assistance to the Deputy Chief Justice to ensure the effective and efficient functioning of the office of the Deputy Chief Justice.

**ENQUIRIES** : Technical and HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500 / 2528

**POST 12/48** : **PRINCIPAL COURT INTERPRETER, REF NO: 2022/69/OCJ**

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

- CENTRE REQUIREMENTS** : Durban High Court  
 : Grade 12 and a three-year National Diploma /Degree in Legal Interpreting or equivalent qualification at NQF Level 6 (360 credits). A minimum of Five years as a Court Interpreter with minimum of two (2) years supervisory experience. Proficiency in English and isiZulu languages. Knowledge of additional languages will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Good interpersonal Relations, ability to work under pressure and solve problems, customer services, planning and organising skills. Confidentiality and analytical thinking, listening skills.
- DUTIES** : Render interpreting services in complex and high profile cases, special cases, and pre-trial conferences. Disciplinary hearings and consultations. Translate legal documents and exhibits. Assist with reconstruction of Courts records. Develop terminology and coin words. Procure foreign language interpreters and casual interpreters in line with PFMA. Supervision of Interpreters. Render supervisory in legal interpreting and language environment. Provide mentoring and coaching to Junior/Senior interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.
- ENQUIRIES** : Technical enquiries: Ms K Marais Tel No: 0871061780  
 HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 12/49** : **JUDGE'S SECRETARY, REF NO: 2022/70/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division Of The High Court: Cape Town  
 : Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organisational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the Registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the Judge's vehicle and logbook. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the Judge's private and official schedule.
- ENQUIRIES** : Technical related enquiries: Mr R David Tel No: (021) 480 2635  
 HR related enquiries: Ms M Baker Tel No: (021) 469 4000

- POST 12/50** : **JUDGE'S SECRETARY, REF NO: 2022/71/OCJ**  
(Three-Year Contract)
- SALARY** : R261 372 – R307 890.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Johannesburg (Sitting In Polokwane)  
: Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Mr CJ Tchawouo-Mbiada Tel No: (011) 359 5735/5736  
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 12/51** : **REGISTRAR, REF NO: 2022/72/OCJ**  
(Re-Advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R260 928 - R926 193.per annum (Salary to be determined in accordance with technical or practical experience as per OSD salary determination).
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Mbombela  
: Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgment and taxations. Maintaining of criminal and civil record books. Authentication of documents for international use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and

**ENQUIRIES**

safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.  
: Technical Related Enquiries: Mr M Masekoameng Tel No: 013 758 0000  
Hr Related Enquiries: Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

## 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](mailto:HR@dpme.gov.za) (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 20 April 2022 at 16:30
- WEBSITE** : [www.dpme.gov.za](http://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](http://www.dpsa.gov.za)

## OTHER POST

**POST 12/52** : **SENIOR ICT TECHNICIAN REF NO 015/2022**  
Sub-Directorate: ICT Operations Support

**SALARY** : R321 543 per annum (level 8) plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in the areas of Information Technology/Systems or Computer Science with at least 4 years appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange) and LAN Support (cabling & switches) as well as an NQF 7 qualification will serve as added advantage. Should possess the following skills: Project Management skills; High level of computer literacy and sound knowledge of the Microsoft Office suite; Report writing skills and Communication skills (verbal & written). Ability to apply technical/ professional skills. Ability to accept responsibility, work under pressure and independently. Ability to produce good quality of work. Ability to work long hours voluntarily or upon instruction and be on standby. Must be a team player, flexible reliable and self-motivated. Must have good Interpersonal relations, planning and execution skills. Must be willing to travel and have valid driver's license

**DUTIES** : The successful candidate will be responsible to ensure the smooth running of the computer systems throughout the department. This entails diagnosing and resolving software and hardware problems, Installation and troubleshooting of Transversal systems BAS, Persal and LOGIS. Repair and upgrade different types of computers (software and hardware) and install and configure new computers including Apple products, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and ensure that all calls logged are resolved within the required time as per department's ICT service standards.

**ENQUIRIES** : Ms M Masilela, Tel No (012) 312-0471

## 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
- CLOSING DATE** : 22 April 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 application with the following attachment (1) copies of qualifications, (2) identity document and (3) 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 posts was advertised in Public Service Vacancy Circular 11 dated 25 March 2022. (1) Production Engineer: Civil (Traffic and Transportation Engineering Ref no: 2022/48, have been withdrawn.

## OTHER POSTS



<b><u>POST 12/53</u></b>	:	<p><b><u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT (BORDER MANAGEMENT AUTHORITY AND OTHERS) REF NO: 2022/141</u></b></p> <p>Key Purpose: The incumbent will serve as an interface between Department of Public Works and the assigned client department/s at Head Office level. He/she will coordinate internal stakeholders across various disciplines during various phases of the asset management life cycle with a view to giving premium client service and to increasing client satisfaction.</p>
<b><u>SALARY</u></b>	:	R882 042 per annum, All inclusive salary package. (Total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Head Office (Pretoria)</p> <p>A three year tertiary qualification (NQF level 6) in Marketing &amp; Communication, Legal &amp; Public Administration, and Built Environment disciplines. Appropriate management experience as an Assistant Director in key accounts management, preferably at a strategic office level within the Public Services Sector. Strong supervisory ability with an emphasis on strong strategic planning and reporting, programme management, diversity management, sound budgeting and financial management. Knowledge: Key Account Management (KAM), Government Immovable Asset Management Act (GIAMA), Infrastructure Management Development System (IDMS), Service Level Agreement (SLA), Memorandum of Understanding (MOU), Works Control System (WCS); Property Management Information System (PMIS), Public Finance Management Act (PFMA), Treasury Regulations, Financial Management and Administration, Technical knowledge of the Built Environment, Programme and Project Management, Property and Facilities Management, Occupational Health and Safety Act (OHSA), Construction Regulations, Procurement &amp; Supply Chain Management Processes and Systems (SCM), Human Resource Development and Management (HRDM). Skills: Drafting Service Level Agreement, Service Level Agreements, Memorandums of Understanding (MOU), Performance Development &amp; Management, Research, Analysis, Report and Minutes Writing, Presentation (Power-Point, Excel, Word, etc.), Verbal Communication, Advanced Numeracy &amp; Computer Literacy, Ability to Work Under Pressure, Perform Training Workshops (Research, Organize, Coordinate &amp; Present) to DPWI Staff and Clients, Willingness to adapt work schedule in accordance with office requirements. Dispute and Conflict Management.</p>
<b><u>DUTIES</u></b>	:	<p>Manage the strategic accommodation requirements of the Border Management Authority and Other Departments (clients) portfolio in alignment with GIAMA. Assist and train clients in the compilation of User Asset Management Plans (U-AMP) and provide guidance on the Custodial Asset Management Plans (C-AMP) supported by Property Performance and management (PP&amp;M) unit. Obtain and verify the strategic accommodation requirements (U-AMP) of clients to determine correctness. Attend budget planning and (re)allocation meetings. Liaise with relevant internal stakeholders (i.e. Regional Offices, Finance, Property Performance and Management, Town Planning Services, Portfolio Analysis, Technical Services, Real Estate Management, Construction Project Management, Facilities Management, Precinct Planning and Development, etc.) to ensure proper planning, implementation and management of the client requirements. Liaise with the clients, Finance (Budget Planning and Financial Accounting) to ensure availability of funding for the client strategic accommodation requirements, and ensure alignment to the Medium Term Expenditure Framework (MTEF). Issue general information requests, Pre-Design Information Requests (PDIR) and Procurement Instructions (PI) requests to relevant internal stakeholders. Liaise with internal and external stakeholders on all matters relating to the strategic requirements of the client. Verify data integrity on the Works Control System (WCS) and the Property Management Information System (PMIS). Control and monitor project budgets with MTEF allocation for Capital Works, Planned Maintenance and Lease projects. Compile and develop quality client specific portfolio reports and distribute to clients monthly. Co-ordinate, convene and chair management meetings (i.e. Client Liaison Forums, Joint Task Teams, Infrastructure Sub-Task Team, Special Project Steering Committees, Directorate Operations Management, etc.) and develop meeting agenda, minutes and reports. Co-ordinate and attend progress site meetings with relevant internal and external stakeholders. Provide excellent management support to the Director User Demand Management with general office functions</p>

including the accommodation portfolio of the clients. Manage the Sub-Directorate User Demand Management (Sub-Directorate) and undertake all administrative functions required with regards to Financial Management and Human Resource Administration. Establish, implement and maintain efficient and effective Communication and Client Relationship Management networks with clients. Develop and manage the Sub-Directorate's Financial Plan, Annual Performance Plan, Operational Plan, Work-plan, Performance Development Plan and report on progress ad-hoc/monthly/ quarterly/ annually where applicable as required. Develop, implement and maintain administrative processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as and when required. Manage the procurement and utilisation of asset functions for the Sub-Directorate. Plan, allocate, monitor, report and ensure quality control of all work performed by employees in the Sub-Directorate.

**ENQUIRIES**

: Mr S. Ngcobo, Tel: (012) 406 1935/ 1264

**POST 12/54**

: **DEPUTY DIRECTOR: ACQUISITION INFRASTRUCTURE REF NO: 2022/142**

**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 qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance/Public Administration / Administration/ Management Sciences. Extensive relevant experience in Procurement/Supply Chain Management at junior management/supervisory role. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Preferential Procurement Regulations as shall have been promulgated by the National Treasury, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES**

: Actively participate in the design, implementation and management of the institutional arrangements for the procurement of construction works and engineering services as part of the supply chain management system of the Department. Manage, execute, facilitate, support, supervise, and performance manage the following SCM functions - Demand: Participate in the initiation and development of the Department's Construction Procurement Strategy and Construction Procurement Policy. Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide

assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, compile a risk response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI. Mr. T Tladi, Tel: (012) 406 1864

**ENQUIRIES**

**POST 12/55**

**SENIOR COMMUNICATIONS OFFICER: COMMUNICATION AND MARKETING REF NO: 2022/143**

**SALARY CENTRE REQUIREMENTS**

R321 543 per annum  
 Head Office (Pretoria)  
 A three year tertiary qualification (NQF level 6) in Marketing, Communication, Public Relations, Journalism Events Management or equivalent and relevant experience in the field. Computer literacy; good written and verbal communication skills, driver's license is highly recommended. Knowledge in Marketing and Communication, Supply chain management, Knowledge of Government Communication process, Marketing Management, Events Management, Exhibition Management, Branding Principles. Skills: Organising and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel

**DUTIES**

Liaise and promote relations with relevant stakeholders regarding communication services. Assist with the development, monitoring and evaluation of projects. Support the implementation of marketing activities. Ensure that implemented project meet required standard. Promote the DPWI brand through exhibition, campaign and advertising. Plan and coordinate DPWI events, Coordinate branding during the DPWI events. Promote DPWI Corporate Identity. Procurement of Promotional Material.

**ENQUIRIES**

Ms L Nemavhidi, Tel (012) 406 1838

**POST 12/56**

**ARTISAN PRODUCTION GRADE C: PAINTING REF NO: 2022/144**

**SALARY CENTRE REQUIREMENTS**

R266 109 per annum  
 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 12/57**

**ARTISAN PRODUCTION GRADE C: MECHANICAL REF NO: 2022/145**

**SALARY CENTRE REQUIREMENTS**

R266 109 per annum  
 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. Minimum two years' experience in the painting trade.

**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 12/58**

**ADMINISTRATION CLERK: LOGIS REF NO: 2022/146 (02 POSTS)**

**SALARY CENTRE REQUIREMENTS**

R176 310 per annum  
 Head Office (Pretoria)  
 A Senior Certificate/Grade 12. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and. Good verbal and written communication skills,. Good verbal and written communication for the drafting of quality documentation. The ability to manage confidential information, advanced interpersonal and diplomacy

**DUTIES**

skills, problem solving skills, decision making skills. Computer literacy and a driver's license are compulsory

: Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, Capture and maintain registers, Coordinate and collate weekly and monthly statistics Compiling and investigate the LOGIS Commitments and LOGIS Accruals, Cost Containment to National Treasury, Open Vouchers, Travel Management Company BAS and SAGE Accruals. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

**ENQUIRIES**

: Ms. N, Tel: 012 406 1463

**NATIONAL DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za).
- CLOSING DATE** : 19 April 2022
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications and ID document (these copies need not be certified). Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POSTS**

- POST 12/59** : **DEPUTY DIRECTOR: ICT AUDITS REF NO: DOT/HRM/2022/31**  
Branch: Office of the Director-General  
Chief Directorate: Internal Audit & Fraud Investigations  
Directorate: Internal, Performance and ICT Audit  
Sub Directorate: Assurance Audits
- SALARY** : R744 255 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A recognised NQF level 6/7 in Internal Audit/IT Auditing/Computer Science/ information Systems with 5 years of which 3 years on an ASD level Certified Information System Auditor (CISA) qualification will be an added advantage. Certified Information Security Manager (CISM) as an added advantage. Registered member with a professional body of Institute of Internal Auditors (IIA) and/or Information Systems Audit and Control Association (ISACA) would be an advantage. Note: The following will serve as recommendations: Substantial experience in internal / IT auditing or relevant environment. Detailed knowledge of PFMA, Treasury Regulations and other relevant legislation. Knowledge of the International Standards for the Professional Practise of Internal Auditing. ICT Audit Standards and COBIT (control objectives for information related technologies) framework. Understanding of performance management system would be advantageous. Knowledge of the Public Service and applicable legislation. Public Audit Act, King IV Report,

- Management experience, Excellent verbal, liaison and writing communication, Planning and co-ordinating skills, Good problem solving and presentation skills, Willingness to work irregular hours.
- DUTIES** : The successful candidate will be responsible for: Planning ICT Audits. Development of three-year and annual ICT audit plans. Assess the control environment, risk management, as well as governance processes. Executing ICT Audits. Perform and/or manage the execution of audit projects as per annual operational plan. Reporting on ICT Audit Projects. Generate reports to Senior Management, Executive Management and the Audit Committee on the Implementation of the DOT's strategies and plans. Follow up on implementation of ICT Audit findings. Management of the ICT Sub-Directorate. Compile quarterly activity reports on performance against approved ICT audit plan for submission to EXCO and Audit Committee meetings.
- ENQUIRIES** : Ms Bongzi Mngwazi, Tel: (012) 309 3220
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: ICT Audits"
- POS 12/60** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT AND FINANCIAL ADMINISTRATION REF NO: DOT/HRM/2022/32**  
Branch: Office of the Chief Financial Officer  
Sub-Directorate: Project Management and Financial Administration
- SALARY** : R744 255 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A recognised NQF Level 6/ 7 qualification in Public Management / Public Administration or Business Administration or Financial Management with five years' relevant experience of which three (3) years must be at Middle Management (Assistant Director Level). Note: The following will serve as recommendations: Financial Management. Human Resource Management. Public Financial Management. Planning and Organising. Project Management skills. Computer Literate. Strategic Planning. Communication Skills (Verbal from the highest to the lowest level and excellent written skills. Customer Service. He or She must be in possession of a valid driver's license and be willing to travel extensively and work beyond the normal working hours.
- DUTIES** : Provide financial management service to the Branch. Planning for the respective Medium-Term Expenditure Framework (MTEF) budget cycle i.e. Compilation and consolidation of budgetary inputs etc. Forecasting expenditure and expenditure trends. Ensure funds are committed under the correct budget allocation. Monitor programme/sub-programme/responsibilities budget for over and under expenditure. Veriment and shifting of funds within and across programme / sub programmes /responsibilities. Take effective and appropriate steps to prevent and Report unauthorized, irregular, fruitless and wasteful expenditure. Ensure compliance with the provisions of all the applicable legislation i.e. Public Finance Management Act (PFMA) and Treasury Regulations. Render strategic support service to the Branch. Represent the branch in the Strategic Planning Coordinating Committee. Manage the submission of the quarterly and annual performance reports as well as the submittance of the portfolio of evidence in terms of the technical indicators linked to the APP. Coordinate consolidate and draft input for Strategic Plan, Annual Performance Plan and Business Plan, Quarterly Report, Annual Report and Accounting Officer Report for the Branch. Contribution/responding to Parliamentary Questions. Liaison with stakeholders as required by the DDG by attending to internal and external queries. Ensure the effective, efficient, economical and transparent use of financial and other resources. Comply with the provisions of the PFMA including any delegation and instructions. Prepare monthly expenditure projections and highlight possible savings to the CFO. Render logistical and related support to officials seconded abroad. Ensure compliance to risk management requirements. Provide an office support service to the Branch w.r.t. personnel, tenders, acquisition, registration and entire Branch. Provide guidance and training of staff.
- ENQUIRIES** : Mr. Ngoako Rapholo Tel No: (012) 309 3603
- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Project Management and Financial Administration CFO"

- POST 12/61** : **ASSISTANT DIRECTOR: LICENSING REF NO: DOT/HRM/2022/33**  
 Branch: Civil Aviation  
 Chief Directorate: Aviation Policy and Regulations  
 Directorate: Air Transport  
 Sub-Directorate: Licensing and Permits
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10) (All-inclusive salary package)  
 : Pretoria (Head Office)  
 : A recognised NQF level 6/7 in Public Administration/Public Management/ Transport Management/ Law/ International Relations/ Transport Management and Logistics with a minimum of 3 years relevant working experience in Civil Aviation environment/Public Service. The following will serve as a recommendation: Excellent knowledge of the International Air Services Act, Act 60 of 1993 and the Air Services Licensing Act, Act 115 of 1990 and its Regulations, PFMA and Treasury Regulations, South African Civil Aviation Legislation, International frameworks that regulate civil aviation Air transport Environment, Global Development within Civil Aviation. Good communication skills, Management and good interpersonal skills, financial skills, Analytical skills and Policy Development skills, Report writing and problem-solving skills and good project management skills.
- DUTIES** : The successful candidate will be responsible for the following: Facilitate the processing of air service licences and international air services licences; Research, investigate issues/ complaints, make recommendations and compile report on the activities of the ASLC and IASC; Processing the applications for International and Domestic Licenses in terms of the International Air Services Act and the Regulations; Produce Reports for the Air Service Licensing and International Air Services Councils' Annual Report; Actively participate in international multilateral, regional forums to formulate new action developments; Oversee logistical arrangements including travel, remuneration and accommodation and dissemination of information; Contract Management; Participate in project teams to achieve a multidisciplinary approach to meet set objectives of the Department; Manage the section.
- ENQUIRIES NOTE** : Mr. Mashupye. Ntjane, Tel No. 012 309 3029  
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Licensing"
- POST 12/62** : **ASSISTANT DIRECTOR: TAXATION AND DEBT MANAGEMENT REF NO: DOT/HRM/2022/34**  
 Branch: Office of the Chief Financial Officer  
 Chief Directorate: Financial Administration and Supply Chain Management  
 Directorate: Financial Administration  
 Sub-Directorate: Salary Administration, Taxation and Debt Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09) (All-inclusive salary package)  
 : Pretoria (Head Office)  
 : A recognised NQF level 6/7 Bachelor's Degree / National Diploma in Financial Accounting with at least five years relevant experience of which three years should have been at a supervisor level. Good knowledge and experience in Income Tax and tax reconciliations, working knowledge of the Basic Accounting System (BAS) and Persal, Sound knowledge of the PFMA and the Treasury Regulations, Computer literate with MS Word and MS Excel, Excellent interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, Planning and organizing skills, Management and leadership skills, Decision making skills
- DUTIES** : The successful candidate will: Perform and ensure that all package structuring requests are processed accurately and timeously; Advise SMS and MMS members on salary package requests; Check all calculations and supporting documents for correctness & ensure timely approval and payment to SARS; Ensure that monthly EMP201 for PAYE deduction are prepared and filed with SARS; Ensure that monthly, bi-annual and annual Tax reconciliation are prepared and timeously send to SARS without any differences; Ensure that manual IRP5 totals balances with amounts paid to SARS and manual IRP5's are captured on the Easy file employer software; Ensure that the EMP501 is submitted on time to SARS, to avoid interest and penalties; Perform tax, pension and medical aid calculations; Review and approve all Tax transactions on BAS and PERSAL; Ensure that all debtors have been recorded in the Debt account and interest is charged according to the policy; Ensure that all debtors

are followed-up and monthly debt statements are forwarded to the debtors; Follow-up cases handed over to the State Attorney and check progress report; Attend to payments and enquiries; Liaise with the South African Revenue Services, administrators of pension funds and medical aid schemes, and Ensure compliance to legislation, policies and prescripts.

**ENQUIRIES  
NOTE**

: Mr. Johan Nel, Tel No. 012 309 3627  
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Taxation and Debt Management"

**POS 12/63**

: **PROCUREMENT ADMIN OFFICER: LOGIS SYSTEM CONTROLLER REF NO: DOT/HRM/2022/35**  
Branch: Office of the Chief Financial Officer  
Chief Directorate: Financial Administration & Supply Chain Management  
Directorate: Supply Chain Management  
Sub-Directorate: Logis

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 07) (All-inclusive salary package)  
: Pretoria (Head Office)  
: A recognised NQF level 6/7 in Supply Chain Management or in Logistics, Supply Chain Management, equivalent qualification with 2 years' relevant experience in the field of Supply Chain (Logis System Controller) or grade 12 with 5 years' relevant experience. The following will serve as a strong recommendation: Knowledge of System Controller duties. Knowledge of LOGIS; Proven knowledge of Governments procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations. Ability to capture information accurately and in detail. High level of computer literacy. Good communication skills both verbal and written. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working hours when required.

**DUTIES**

: Create new users on LOGIS and ensure that users are added to correct workflow on LOGIS system, Identify and remove duplicate user profiles on LOGIS, Ensure that all reports and User registrations forms from LOGIS are filed, Maintain departmental code structure and parameters on LOGIS. Ensure that all financial transactions are posted to the correct cost centre. Enhance training & capacity development for Logis Users. Add LOGIS printers when need arise. Authorise transactions on LOGIS and Logis on line. Monitor request older than one month & unauthorized transactions Log calls at LOGIK centre. Attend LOGIS meetings/ workshops at Treasury and relay system notices/ messages received from LOGIS help desk to users. Serve as a link between departmental LOGIS users and LOGIK Centre Monitor, maintain daily, monthly and annual execution of Logis reports.

**ENQUIRIES  
NOTE**

: Ms Vhonani Tshipapa, Tel no: 012 309 3287  
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Procurement Admin Officer: Logis System Controller"

**POS 12/64**

: **PROCUREMENT ADMIN ASSITANT: ORDERS REF NO: DOT/HRM/2022/36**  
Branch: Office of the Chief Financial Officer  
Chief Directorate: Financial Accounting and Supply Chain Management  
Directorate: Supply Chain Management  
Sub-Directorate: Logistics Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R211 713 per annum (Level 06) (All-inclusive salary package)  
: Pretoria (Head Office)  
: A recognised NQF level 6/7 in Logistics Commercial studies / or equivalent qualification with two years relevant experience in SCM (Logis) or grade 12 with 4 years' relevant experience. Note: The following will serve as a strong recommendation: Must have knowledge of Supply Chain Management procedures, policies and prescripts (PFMAI PPPFA, National Treasury Regulations). Should possess the following skills: Computer literacy (Ms Office suite), LOGIS report writing skills and analytic skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Ability to work under pressure and willing to work after hours when expected.



**DUTIES**

: Captures data on LOGIS Mainframe. Ensure the correct placement of orders to relevant suppliers and that the quotations are valid before processing Mail and Fax orders to suppliers. Daily liaise with clients, suppliers, Chief user clerk and system controller. Submit the orders to transit for filling O — 9 file. Ensure the budget codes are valid before authorization. Assist in LOGIS Office with other daily activities. Administration of system and manual orders / (Dispatch order). Prepare manual payments for all orders. Daily follow up on invoices for all services rendered for catering. Render relieve support to posting clerk, system controller and store clerk.

**ENQUIRIES**

: Mr Jacob Malebati Tel No: 012 309 3253

**NOTE**

: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Procurement Admin Assistant: Orders"

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

- APPLIATIONS** : Applicants can apply using eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or hand delivery at ECDC Building, Independence Avenue, Bisho. To the attention of Director: Human Resource Admin. & IS.
- CLOSING DATE** : 19 April 2022. Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted.
- NOTE** : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), (Matric certificate must also be attached) ID-document and Driver's license (where applicable). Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

**MANAGEMENT ECHELON**

- POST 12/65** : **DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF. NO: OTP 01/04/2022**  
(Re-Advertisement- Females are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13) all-inclusive package  
: Bisho  
: An NQF 7 Degree in Social Science, Public Administration, Communications and Public Relations as recognized by SAQA with minimum 5 years' experience at a middle managerial level in intergovernmental relations, stakeholder relations, public relations, communication or public administration. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act, and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem solving, Communication, Client-orientation, Project Management and Coordination/Facilitation of intergovernmental relations, planning cycles of all spheres of government and political dynamics & awareness. A valid driver's license. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory
- DUTIES** : Manage the development, implementation and review of provincial intergovernmental relations strategy, policies and programmes. Manage the revision and review of Provincial Intergovernmental Relations Strategy,

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

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**OTHER POSTS**

**POST 12/66** : **SENIOR STATE LAW ADVISOR: SPECIALIZED LITIGATION UNIT (LP8)**  
**REF.NO: OTP 02/04/2022 (03 POSTS)**  
(Fixed Term Contract of 12 Months)

**SALARY** : R997 764.per annum (OSD)  
**CENTRE** : KWT  
**REQUIREMENTS** : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Medico-legal experience will be an added advantage.

- DUTIES** : KPA's: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
- POST 12/67** : **STATE LAW ADVISOR: SPECIALIZED LITIGATION UNIT (LP7) REF.NO: OTP 03/04/2022, (X 02 POSTS)**  
(Fixed Term Contract of 12 Months)
- SALARY** : R774 660. per annum(OSD) LP7  
**CENTRE** : KWT  
**REQUIREMENTS** : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Medico-legal experience will be an added advantage.
- DUTIES** : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation

		Unit's information as required by internal and external stakeholders. Coordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/68</u></b>	:	<b><u>DEPUTY DIRECTOR INTEGRATED STRATEGY &amp; PLANNING (ECONOMIC DEV. CLUSTER) REF. NO: OTP 04/04/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R882 042. per annum (Level 12) All-inclusive package KWT Senior Certificate, An NQF Level 7 B. Degree as recognised by SAQA in Public Administration/Management or related qualification in Social Science/Humanities/Economics with a minimum of 3 years working experience at an Assistant Director in development planning in the public service. Knowledge: Legislative framework and relevant government procedures, Policy analysis, policy development and policy implementation and review processes, Strategy development, strategy management as well as strategy monitoring and review processes, Monitoring and Evaluation processes, National Development Plan, Eastern Cape Provincial Development Plan, Government Cluster System, priorities and outcomes approach, Government planning cycle & Systems of governance and administration. Managerial competencies: Strategic Capability and Leadership, Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management
<b><u>DUTIES</u></b>	:	Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the five (5) year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the five (5) year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/69</u></b>	:	<b><u>DEPUTY DIRECTOR: VETTING SERVICES REF NO OTP 08/04/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042. per annum (Level 12) Bisho National Senior Certificate, an NQF Level 7 (Degree/Advanced Diploma) as recognised by SAQA in Social Sciences (Psychology) or Police Science or Military Science. Vetting Investigations Training/NIA Security Training will be

an added advantage. Minimum 5 years' experience or more within the Counter Intelligence or Crime Intelligence –strictly Personnel Security Vetting Fieldwork environment and of which three (3) years must have been at an Assistant Director Level. Knowledge of All the legislation pertaining to Anti-corruption (Corrupt Activities Act; Financial Intelligence Act; Protected Disclosures Act; Promotion Access to Information Act; Promotion of Administrative Justice Act; Prevention of Organised Crime Act), Constitution of RSA, MISS, NSIA & MPSS. Must have a drivers licence. An applicant is required to have Analytical Thinking skills, interviewing & listening skills.

**DUTIES**

: Manage and coordinate the development and implementation of provincial policy on vetting services in provincial departments: Facilitate the identification and development of vetting strategies and procedures in provincial departments. Monitor the implementation of developed vetting strategies and procedures in provincial departments. Provide guidance, advice and support to departments on the implementation of Vetting Services strategies and procedures. Monitor the vetting status of provincial departments and ensure quarterly reports are provided. Monitor and evaluate the implementation of the provincial vetting services programmes: Conduct Vetting services for provincial departmental staff to reduce security risks, compile and provide reports with findings and recommendations to departments. Identify and advise departments on vetting risks and threats. Monitor the implementation of mitigation measures of risks and threats and advise Management. Ensure that there is alignment between vetting status report with that of the State Security Agency for compilation of quarterly reports. Evaluate the effectiveness of vetting measures and procedures in provincial departments and facilitate the implementation of improvements. Coordinate and monitor activities that promote correct practices in security vetting: Ensure that correct and best practices in personnel security vetting in all provincial departments. Coordinate research and assist in developing promotional material for awareness programmes for vetting. Coordinate Security Vetting awareness workshops in departments. Liaise with Security Managers in Provincial departments to ensure that all newly recruited employees are duly vetted immediately. Liaise with stakeholders (SAPS & SSA) with regards to integrity checks of all personnel. Manage area of responsibility.

**ENQUIRIES**

: Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/70**

: **INVESTIGATOR: SPECIALIZED LITIGATION UNIT REF NO: OTP 05/04/2022**  
(Fixed Term Contract of 12 Months)

**SALARY CENTRE REQUIREMENTS**

: R744 255 per annum (Level 11) All-inclusive package  
: KWT  
: National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate in Commerce/Financial Accounting/Financial Management/Criminal Law coupled with a minimum of 8 years' experience in forensic/law enforcement/criminal law environment of which three (3) years must be at an Assistant Director level. Registered with a Professional Association or Body. Skills and competencies: Theory and practice of conducting investigations. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, Depth knowledge of investigation legislation. Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication Skills.

**DUTIE**

: Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes (Hawks). Prepare affidavits and evidence files and testify in civil and criminal cases. Manage area of responsibility: Maintain

		high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/71</u></b>	:	<b><u>DEPUTY DIRECTOR: MARKETING &amp; BRANDING REF NO: OTP 06/04/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11) all-inclusive package
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENT</u></b>	:	A National Senior Certificate, NQF Level 7 Degree/Advanced Diploma as recognised by SAQA in Branding / Marketing / Advertising / Public Relations or any related field of study. Minimum of three (3) years' experience as Assistant Director in related field. Knowledge of Communication Strategies and Public Relations, Knowledge of Communications Research, Knowledge of Government systems, In depth knowledge of writing and editing. Skills Require: Applied Strategic Thinking, Applying Technology, Budgeting and, Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management, Team Leadership.
<b><u>DUTIES</u></b>	:	Implement the provincial marketing and branding strategy: Implement the marketing and branding strategy and policy to appeal to various targets, Implement publicity and awareness campaigns to profile the Eastern Cape provincial government as a brand, Implement marketing strategy to position EC Province as a preferred destination for trade, investment and tourism, Implement creative marketing campaigns to strengthen brand eastern cape national and internationally, Implement policies and systems for marketing and Branding of the Eastern Cape. Implement the branding protocols and the supply branding materials to all provincial and special programs: Render support in producing Provincial branding material in line with branding manual as well as Branding Protocols in the Province, Provide marketing and branding support to Premier's programs; Provincial government programs, institutionalized days and ad hoc marketing activities, Provide support to the Director with monitoring of the application of Provincial Corporate Identity, Monitor application of Provincial Corporate Identity. Identify structures, platforms, and partnerships to effectively communicate the programs of government: Identify and utilize marketing and branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government, Assist with the preparation for all interactions and consultations with key role players to drive the marketing and branding of the Eastern Cape Province, Implement measures to evaluate the marketing and branding strategy impact to the brand equity, Establish functional partnerships with government and private research institutions in order to extract and review research data, Assist the Director with any aspect of research or fact-finding studies undertaken by government and private research institutions. support provincial departments and municipalities in communicating the vision and policies of government to the public: support provincial departments and municipalities in communicating the vision and policies of government to the public: guide departments on the marketing and branding of the provincial Government and Brand EC, Monitor application of the corporate identity of Provincial Government, Stay abreast of changes in the environment and implement adjusted marketing strategy, Provide guidance on the alignment of sub-brands. manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all

subordinates, ensure management, maintenance and safekeeping of assets, Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

Can Be Directed To: Ms. N. Mafu at Tel NO: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**ENQUIRIES**

**POST 12/72**

: **BRANCH COORDINATOR / OFFICE MANAGER OFFICE OF THE DDG:**  
**REF NO OTP 07/04/2022**  
Institutional Sup. Dev. & IM

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

: R744 255.per annum (Level 11) all-inclusive package  
: Bisho  
: A National Senior Certificate, an NQF level 7 Degree/Advanced Diploma in Finance / Human Resources / Project Management / Business Studies / Public Administration or Management. Minimum three (3) years' experience at Assistant Director Level preferably rendering support services to Senior Manager. Ability to communicate with people at different levels and from different backgrounds with tact and discretion. Good Report writing and telephone etiquette. Computer Literacy. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Self-Management, motivation and knowledge of financial administration.

**DUTIES**

: Perform administrative activities and co-ordinate the DDG's program according to operational needs, policies and procedures: Scrutinize documents to determine actions/information/documents required; Collect and compile information about issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate, follow-up and compile reports of a transverse nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components etc.); Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS in the relevant branch. Liaise with relevant stakeholders to ensure integration of programmes, Coordinate parliamentary enquiries. Provide general support services in the office of the DDG: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; Manage the engagements of the DDG. Provide financial and other support activities to the DDG to ensure adherence to protocols, policies and procedures: Determine and collate information about the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG about possible over- and under spending, Identify the need to move funds between items compile submissions for this purpose, Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders; Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Draft responses for submission to internal and external stakeholders. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management , maintenance and safekeeping of assets, Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility

**ENQUIRIES**

: Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993



**POST 12/73** : **DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT REF. NO: OTP .09/04/202**  
(Re-Advertisement)

**SALARY** : R744 255. per annum (Level 11) all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF Level 7 IT-related Degree or B.Tech recognised by SAQA ,with minimum of 3-5 years' experience in Planning, Designing, architecting, and/or Implementing (Project-Management) ICT Technical Solutions at an Assistant Director Level. The following Professional qualifications will be an added advantage: ITIL® 4 Specialist: Drive Stakeholder Value Certification and Microsoft Certified: Power Platform Solution Architect Expert. (Microsoft-accredited International certificate only). The preferred candidate without these professional qualification(s) will be subjected to the qualifying exam(s) and will be expected to achieve the professional qualification(s) within their probation period. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing, Speaking. Personal Attributes: Confidentiality, Performance Driven, and Attention to detail. A valid driver's license.

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

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/74** : **ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 10/04/2022**  
(Re-Advertisement)

**SALARY** : R382 245.per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : An NQF level 7 IT-related Advanced Diploma/degree with 5 years' professional experience. A minimum of three (3) years should be in IT Service Management managing technical staff. Professional qualifications: Required - ITIL V3 Practitioner is a minimum requirement. The following Professional qualifications will be an added advantage - Microsoft Course 10965 (or later) IT Service Management with System Center Service Manager, ITIL V4 Managing Professional. The preferred candidate without these advantageous professional qualification(s) will be subjected to the qualifying exam(s) and will be expected to achieve the professional qualification(s) within their probation period Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Project Management, People Management, Planning and Execution, Interpersonal Relations, Analytical Thinking Good Communication Skills, Computer Literate. Personal Attributes: Communication and Information Management, Manage interpersonal conflict and resolving problems, Planning and Organizing, Problem Solving and Decision Making, Developing Others and Continuous Improvement.

**DUTIES** : Establish a Service Desk function: To register, communicate, dispatch, and analyses all calls, reported incidents, service requests and information demands. Monitoring and escalation procedures based on agreed-upon service levels relative to the appropriate SLA allowing classification and prioritization of any reported issue as an incident, service request or information request. Measure end users' satisfaction with the quality of the service desk and IT services. Operate an electronic system tool to allow logging and tracking of calls, incidents, service requests and information needs, that integrates incident management, problem management, change management, capacity management and availability management. Classify incidents according to a business and service priority and routed to the appropriate problem management team, where necessary. Keep customers informed of the status of their queries. Establish service desk procedures, so incidents that cannot be resolved immediately are appropriately escalated according to limits defined in the SLA and, if appropriate, workarounds are provided. Establish procedures for the timely monitoring of clearance of customer queries, that; ensures that the service desk records the resolution steps, confirms that the action taken has been agreed to by the customer, records and reports unresolved incidents (known errors and workarounds) to provide information for proper problem management. Produce reports of service desk activity to enable management to measure service performance and service response times and to identify trends or recurring problems, so service can be continually improved. Maintain the Service Desk function: Provide an IT service desk as a single point of contact -1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services. Ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Implement and maintain an ICT assets management system: Maintain an up-to-date and accurate record of all IT assets required to deliver services and ensure alignment with configuration management and financial management. Identify assets that are critical in providing service capability and take steps to maximize their reliability and availability to support business needs. Manage assets from procurement to disposal to ensure that assets are utilized as effectively and efficiently as possible and are accounted for and physically protected. Regularly review the overall asset base to identify ways to optimize costs and maintain alignment with business needs. Manage software licenses so that the optimal number of licenses is maintained to support business requirements and the number of licenses owned is sufficient to cover the installed software in use. Manage customer relations: Implement and monitor end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved. Manage the allocated

resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/75** : **ASSISTANT DIRECTOR: APPLICATIONS ADMINISTRATOR REF.NO: OTP 11/04/2022**  
(Re-Advertisement)

**SALARY CENTRE** : R382 245.per annum (Level 09)  
: Bhisho

**REQUIREMENTS** : A national senior certificate, an NQF level 7 (advanced diploma/degree), as recognised by SAQA in IT-related qualification with 5 years, or more, professional experience. A minimum of two (3) years' experience should be in ICT Server and/or Server-cloud administration. The following Professional qualification is advantageous: Microsoft 365 Certified: Enterprise Administrator Expert. Microsoft-accredited international certificate only. The preferred candidate without the advantageous profession qualification will be subjected to the qualifying exam and will be expected to achieve the required professional qualification, or the equivalent qualification should the stated qualification no longer be offered, within their probation period. Key Competencies: Problem Analysis, Self-Management, Technical Proficiency. Skills: Reading comprehension, Analytical/Critical thinking, Complex Problem Solving. Personal Attributes: Attention to detail, Performance Driven, and Confidentiality

**DUTIES** : Design and implement Microsoft 365 services: Plan architecture; Deploy a Microsoft 365 tenant; Manage Microsoft 365 subscription and tenant health; Plan migration of users and data. Manage user identity and roles: Design identity strategy; Plan identity synchronization Design directory synchronization; Manage identity synchronization with Azure Active Directory (Azure AD); Manage Azure AD identities; Manage roles. Manage access and authentication: Manage authentication; Plan and implement secure access; Configure application access. Plan Microsoft Office 365 workloads and applications: Plan for Microsoft 365 Apps deployment; Plan for messaging deployments; Plan for Microsoft SharePoint Online and OneDrive for Business; Plan for Microsoft Teams infrastructure; Plan Microsoft Power Platform integration. Implement modern device services: Plan device management; Manage device compliance; Plan for apps; Plan Windows 10 deployment; Enroll devices. Implement Microsoft 365 security and threat management: Manage security reports and alerts; Plan and implement threat protection with Microsoft 365 Defender; Plan Microsoft Defender for Cloud Apps. Manage Microsoft 365 governance and compliance: Plan for compliance requirements; Manage information governance; Implement Information protection; Plan and implement data loss prevention (DLP); Manage search and investigation. Manage The Allocated Resources.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/76** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO OTP 12/04/2022**

**SALARY CENTRE** : R382 245 per annum (Level 09)  
: Bisho

**REQUIREMENTS** : A national Senior Certificate and NQF level 7 degree/advanced Diploma in Supply Chain Management / Procurement / Logistics or any other related field

with 3-5 years working experience as a Procurement Officer in a financial management environment. Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPFA, BBBEE, National Treasury Regulations, Supply Chain Management Practices and Policies & Risk Management Policies and Practices, Financial Accounting, Budget preparation, Bid Administration & Procurement. Skills Required are Project Management skills, Good Interpersonal Relations skills, Planning and organising skills, People Management skills & Good verbal and written communication skills.

**DUTIES** : Implement the acquisition management services: Assist in the development of acquisition management policies, processes and procedures. Implement the acquisition management activities by ensuring compliance to SCM prescripts. Setup of the Bid Evaluation, Bid Adjudication, Quotations Committee. Implement the bidding process : Render secretariat services to the , Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Publish tender invitations. Receive and open bid documents. Evaluate and adjudicate bids / quotations. Support the functional operation of the sub directorate: supply chain management (acquisition management): Support the design and development of acquisition management policies processes and procedures. Render assistance to the execution of the acquisition management plan. Sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage area of responsibility.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/77** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: OTP 13/04/2022**  
The purpose of the post is to: To supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk management and control processes in accordance with IIA Standards and Legislative framework.

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Bisho  
**REQUIREMENTS** : A national senior certificate, an NQF level 7 qualification certificate (Advanced Diploma/B Degree/B Tech) as recognised by SAQA in Internal Audit coupled with at least four (4) years Performance Audit working experience which include at least two (2) years' supervisory experience. Certified Internal Auditor will be an advantage. Membership of the Institute of Internal Auditors South Africa (IIA). Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate or ACL will be an advantage. Knowledge of various typres of audits and assisting the organization to achieve efficiency, effectiveness and economic use of resources. Knowledge of Internal audit procedures and systems. Knowledge of principles & applications of good corporate governance, business and operational risk and control processes and procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report. Knowledge of Standards for the Professional practice of Internal Auditing and the Code of Ethics developed by Institute of Internal auditors (IIA). Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information Systems terminology, concepts & practices. Knowledge of Financial and Technical report writing. Problem solving ability/skills. People Management & empowerment. Presentation skills. Customer relationship management skills. Monitoring & Evaluation techniques. Project management skills. Analytical thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

**DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief Audit Executive (CAE) in

maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager: Compile monthly progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/78** : **ASSISTANT DIRECTOR: DISTRICT COORDINATION REF NO. OTP 14/04/2022, (X 04 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R382 245.per Annum (Level 09)  
 : Bisho  
 : A National Senior Certificate. An NQF level 7 Degree/Advanced Diploma in the areas of Public Management/Administration/Development Management and or Social Sciences with minimum of three (3) to five (5) years working experience in public service or community development work or coordination environment or any related field. Knowledge of strategy development, management, and monitoring, Knowledge of modern systems of governance and administration, Knowledge of legislative framework and government procedures on public finance, human resource management, transformation, Knowledge of the policies of government of the day, Knowledge of global, regional and local political economic and social affairs impacting on the provincial government, Sound knowledge of PFMA, Governance planning framework, Government Planning Cycle (MTEF and Strategic Planning). Valid Code 8 Drivers Licence; Skills required: Planning and Organizing, Problem Solving and Decision-Making, Report writing, project/programme management and Team Leadership.

**DUTIES** : Provide support in monitoring and verifying the implementation of provincial priority service delivery programs: Support the verification of project delivery in government departments and municipalities, render assistance in monitoring the implementation of commitments made during SOPA, SONA and Public participation programmes and Develop project reports for presentation in IGR structures for advice and action recommendations. Support The Facilitation of the Strengthening of Institutions for Improved Service Delivery: Facilitate the provision of feedback to management on identified service delivery priorities; Monitor and report on institutions service delivery environment. Facilitate the implementation of improvement plans developed by institutions as informed by FSD findings and Monitor progress: Conduct assessment on the functionality of war room, provide feedback on issues resolved by war rooms in appropriate IGR war rooms. Facilitate the resolution of service delivery complaints: Investigate stakeholders concerns and refer them to relevant departments/Entities and affected stakeholders, prepare service delivery reports, escalate long standing unresolved issues to provincial management and other relevant stakeholders. Plan and prepare for stakeholder feedback

sessions. Report writing: On-time submission of performance and summative reports for decision making and Portfolio of Evidence

**POST 12/79** : **PERSONAL ASSISTANT: CHIEF DIRECTOR: PROVINCIAL COMMUNICATIONS REF NO. OTP 15/04/2022.**

This post is earmarked for a person with disability

**SALARY** : R261 372.per annum (Level 07)

**CENTRE** : Bisho

**REQUIREMENT** : National Senior Certificate and an NQF level 6 Diploma certificate in Public Admin or Management/ Office Management/ Secretarial Diploma qualification as recognized by the SAQA. Microsoft Office suite literacy at intermediate level. Minimum of 2-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. Knowledge and Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Key competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork. A Driver's license will be an added advantage

**DUTIES** : provides a secretarial/receptionist support service to the chief director. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to manager regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the chief director with the administration of the cd's office budget Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies

and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager. Impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/80** : **PROTOCOL OFFICER REF NO: OTP 16/04/2022**  
This Post Is Earmarked For A Person With Disability

**SALARY** : R261 372. per annum (Level 07)  
**CENTRE** : Bisho  
**REQUIREMENT** : A National Senior Certificate. A National Senior Certificate, an NQF Level 6 Diploma certificate in studies relating to IGR, Public Administration and protocol services as recognized by SAQA. Minimum of 2 to (3) years working experience in Protocol field. Knowledge of modern systems of governance and administration: Advanced knowledge of public communication, Knowledge of the policies of the government of the day, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Skills: Strong conceptual and formulation skills, Strong interpersonal skills, Excellent verbal and written communication skills, Outstanding planning, organizing and people management skills, Computer literacy skills.

**DUTIES** : provide protocol services to state functions and events: Establish necessary procedures for receiving VIPs during an event, Render protocol services to Presidency, Ministers, Deputy Ministers, Premier, Members of the Executive Council, Executive Mayors of District Municipalities and Metros, Kings/Queens and Other Stakeholders, Coordinate briefing sessions for Principals. provide advisory and consulting services related to protocol matters: Hanging of Official Photographs, Placement of National Symbols, ensure that Order of Precedence is adhered to when crafting a program, ensure that Rubrics is adhered to when crafting Seating Plan. Participate in planning of events: Participate in plenary meetings, Develop protocol plan which entails the following: Application to host the event, Invitations and guest list, Programme, holding rooms, Seating Plan, Accreditation and categories, Venue of the meeting, Floor Plan, National Symbols, Ushering, Media Schedule, Sign Language Interpreters, Develop Order of Proceedings for Principals during events, Maintain Provincial Guest List. Provide support in the preparation for protocol training assist: in the coordination processes of the Protocol Forum, assist in the preparations for Protocol Training, develop presentations for Protocol Training. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness, Report on the work area's information as required by internal and external stakeholders

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/81** : **LITIGATION SECRETARY: SPECIALIZED LITIGATION UNIT REF NO. OTP 17/04/2022**  
(Fixed Term Contract of 12 Months)

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : KWT  
**REQUIREMENTS** : Senior Certificate, an NQF level 6 Qualification Certificate in Public Admin or Management/ Office Management or Secretarial National Diploma with 1-2 years' experience within litigation environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

**DUTIES** : Provide a secretarial/receptionist support service to the Unit. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Unit. Render an administrative support service to the Unit. Manage the travel arrangements and claims for the Unit. Provide support with the administration of the budget. Provide support to the Unit during meetings.

		Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/82</u></b>	:	<b><u>INVESTIGATOR: VETTING SERVICES REF NO: OTP 18/04/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R261 372.per annum (Level 07) Bisho A National Senior Certificate, an NQF Level 6 degree/diploma in Social Sciences and any related areas with a minimum 2-3 years in Security vetting or any related experience. Advanced knowledge of SVIS system, Basic Vetting Course is compulsory. Skills required: analysis, conflict management, listening & interviewing skills and be Computer literate. Certified driver's license
<b><u>DUTIES</u></b>	:	Conduct quality, confidential, secret and top secret investigations: Formulate investigation objectives and action plans, Issue security clearance form (Z204) to officials, submit completed Z204 forms to SSA. Maintain the security clearance database: Correct capturing of data on the system and system update, Record keeping of the security clearance and vetting data and ensure the effective safeguarding thereof. Communicate with stakeholders (SAPS and SSA) regarding the integrity check of personnel. Creating awareness on information security: Developing promotional material for awareness programmes Organisation of information and vetting workshops in all district municipalities & Metros within the Eastern Cape Establish the integrity checking capacity: Liaise with HR management division on the integrity or record check of employees, Identify employees who are working in strategic areas and who are exposed to potential high risk of leakage of information, Compile departmental vetting status report. Administer vetting files & reports.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/83</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS &amp; INVENTORY REF NO. OTP 19/04/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372.per annum (Level 07) Bhisho A national Senior Certificate and NQF level 6 Diploma in Commerce / Supply Chain Management / Procurement / Logistics or any other related field with a minimum of 2-3 years working experience in an asset management or logistics environment. Be a good communicator. Drivers licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Render support in facilitating the requisitioning, receipting and issuing of stores items: Prepare store items requisition memorandum that need to be replenished and submit to Director Supply Chain & Asset management for approval. Draft a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Render assistant in maintaining appropriate inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Prepare reports indicating procurement and adjust reorder levels when placing the order for all the inventory items. Render support in recording and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Confirm that bin card, physical stock and LOGIS system reconciles on a daily basis. Perform a monthly, quarterly, bi-annually stock count: Conduct physical count process for the Inventory Unit on a continuous basis. Perform regular checks on all items that are on issue voucher. Compare stock count with official records. Identify outdated, unserviceable, redundant and obsolete stock.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/84</u></b>	:	<b><u>FILLING CLERKS: SPECIALIZED LITIGATION UNIT REF NO: OTP 20/04/2022 (X 02 POSTS)</u></b> (Fixed Term Contract of 12 Months) These Posts Are Earmarked For Persons with Disability
<b><u>SALARY CENTRE</u></b>	:	R176 310.per annum (Level 05) Bhisho



- REQUIREMENTS** : NQF Level 4, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS)
- DUTIES** : Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
- POST 12/85** : **MESSENGER: SPECIALIZED LITIGATION UNIT REF NO. OTP 21/04/2022**  
(Fixed Term Contract of 12 Months)
- SALARY CENTRE REQUIREMENTS** : R104 073.per annum (Level 02)  
: KWT  
: ABET Level 4 or NQF Level 1-3 must have a Junior Certificate or equivalent qualification with no experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver's licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.
- DUTIES** : Perform messenger/driving duties. Sorting and registering of mail. Collect, parcels, documentation, and deliver specified persons designations. Ensure proper control of the movement of documents and face value documents. Making of copies of documents. Collect office consumables. Drive departmental officials, clients and visitors as may be requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled. Support the security profile of office. Support registry related activities. Computer literacy. Good communication and customer related skills. Maintain accurate filing system. Perform general administrative and record keeping tasks.
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
- POST 12/86** : **PROVISIONING CLERK: ASSET MANAGEMENT & LOGISTICS REF NO. OTP 22/04/2022**  
This Post Is Earmarked For a Person with Disability
- SALARY CENTRE REQUIREMENTS** : R176 310. per annum (Level 05)  
: KWT  
: A National Senior Certificate or Equivalent qualification. No experience required.
- DUTIES** : Assist with the implementation of policies and procedures to minimise risks of losses and promotion of effective management of departmental assets, Maintain and update departmental asset register daily. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Perform asset reconciliation with accounting systems. Identify and report redundant, broken obsolete assets that are due for disposal. Ensure vehicles are in good condition and serviced regularly. Allocate vehicles to staff accurately according to the logbook. Ensure vehicles are in good condition and serviced regularly. Allocate vehicles to staff accurately according to the logbook
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : **Head Office:** King Williams Town Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post To The Director: HRA: Social Development,

Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at Tel No: 043 605-5101 or Ms A Njaba Tel No: 043 605-5110.

**Chris Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709

**Joe Gqabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 or Ms P tsuputse at Tel No: 051 633-1609.

**CLOSING DATE**  
**NOTE**

: 19 April 2022  
: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**MANAGEMENT ECHELON**

**POST 12/87**

: **DISTRICT DIRECTOR: CHRIS HANI REF NO: DSD 01/04/2022**

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

: R1 073 187.per annum (level 13)  
: Provincial Office: Queenstown  
: National Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (MMS) experience. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

**DUTIES**

: Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the

institutionalization and establishment of an operational organizational performance information management systems and practices in the department.

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

#### **OTHER POSTS**

**POST 12/88** : **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 02/04/2022**

**SALARY** : R806 811 per annum  
**CENTRE** : Joe Gqabi: Maletswai OSC  
**REQUIREMENTS** : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/ current year). A valid South African driver's license is a prerequisite. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Expert knowledge of the Victim Support Services Policy (2019), National Strategic Plan on Gender Based Violence and Femicide (2020-2030), Prevention and Combating of Trafficking in Persons Act 7 of 2013, Domestic Violence Act 16 of 1998, Convention on the Elimination of Discrimination against Women, Children's Act, 2005, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008, Mental Health Act, 2002 and Restorative Justice Process. An understanding of child and youth care systems, inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law, Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.

**DUTIES** : Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyse policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of victims including LGBTIQA+ community through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form.

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

**POST 12/89** : **SOCIAL WORK SUPERVISOR GR1 (2)**

**SALARY** : R389 991 per annum  
**CENTRE** : Joe Gqabi: Maletswai OSC: Ref No: DSD 03/03/2022  
Chris Hani: Ezibeleni OSC: Ref No: DSD 04/03/2022  
**REQUIREMENTS** : National Senior Certificate, plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation

		and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).
<b><u>DUTIES</u></b>	:	Be responsible for Victim Empowerment Programme and provision of support services to victims of crime and violence. Assist the Social Worker in the implementation of support services by gathering information for report writing, provision of psychosocial support, referral system, coordination of integrated services and prevention programmes. Provide guidance and supervision to the implementing Social Worker.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
<b><u>POST 12/90</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DSD 04/04/2022</u></b> (Re-Advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum KWT National Senior Certificate, plus an appropriate NQF level 7 (Degree or B-Tech) qualification as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management/Industrial Psychology. At least 3 years' experience at the Employee Health and Wellness environment at level 7/8. A Valid driver's license. Competencies: Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework. Must be familiar with the monitoring and Evaluation of Employee Health and Wellness Programmes, Data Analysis and Reporting as well as Computer Literacy skills. Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills and negotiation skills as well as observing confidentiality in line with related prescripts.
<b><u>DUTIES</u></b>	:	Ensure coordination, monitoring and evaluation of the EHWP in the Department. Interpret and implement policies regarding management of HIV and AIDS and TB management, Employee Wellness management Programmes Health and Productivity management as well as SHERQ programmes. Assist in the development, review and distribution of Health and Wellness policies, to districts and Head Office. Promote prevention through Peer Education programme. Conduct awareness campaigns on HIV and AIDS and related illnesses. Facilitate health screening programmes for employees. Attend to referred problems affecting employees and their families and refer where necessary. Establish networks or partnerships for the implementation of Health and Wellness Programmes. Liaise with OTP and other government departments e.g. DPSA. And the Department of Labour for IOD cases and inspections. Assist in the preparation of presentations and reports and timeous submission of all compliance document. Conduct advocacy for Employee Health and Wellness Programme. Provide support to employees and managers on improving performance of employees affected and infected with HIV & AIDS and other illnesses of lifestyle. Facilitate workshops for managers to capacitate them on employee management related matters and referrals. Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. Conduct awareness campaigns on prevention. Encourage employees to access care and support through joining medical aid schemes. Facilitate training and development.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
<b><u>POST 12/91</u></b>	:	<b><u>SOCIAL WORKERS GR1 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261456 per annum Joe Gqabi: Maletswai OSC Ref No: DSD 05/04/2022 Chris Hani: Ezibeleni OSC Ref No: DSD 06/03/2022 National Senior Certificate, plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Skills to challenge structural sources of poverty, inequality, oppression,

discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Understanding of relevant legislations and strategies including the National Strategic Plan on Gender Based Violence and Femicide. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**DUTIES** : Render a social work service regarding the care, support, healing, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required. Provide Psychosocial support services to victims of crime and violence. Compile court reports (Readiness to testify, Victim Impact Assessment, etc.). Family reunification and after care services. Conduct advocacy campaigns on Gender Based Violence in line with 365 Days of Activism on Gender Based Violence as part of prevention. Respond, address and conclude all Gender Based Violence Command Centre (GBVCC) Referrals directed to your attention. Skills development programme for survivors and those at risk. Perform Social Work Administration and report writing. Mainstreaming of VEP and Departmental mandatory meetings. Online reporting of reported victims of crime and violence and capturing on VEP System.

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

**POST 12/92** : **ADMIN OFFICER (2 POSTS)**

**SALARY CENTRE** : R261 372.per annum (level 7)  
 : Joe Gqabi: Maletswai OSC Ref No: DSD 07/04/2022  
 : Chris Hani: Ezibeleni OSC Ref No: DSD 08/03/2022

**REQUIREMENTS** : National Senior Certificate, plus a Degree/ National Diploma in Public Management/ Financial Management/ Human Resource Management plus a minimum of 3 years' experience in Human Resource Management, Supply Chain Management or Financial Management. A valid South African driver's license will be an added advantage. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Understanding of SCM, Human Resources Management, Financial Management policies, procedures and processes i.e. PFMA, applicable treasury regulations. Knowledge of SDMIS, Persal and BAS Systems, Computer Literacy (Word, Excel, PowerPoint and Access).

**DUTIES** : Supervise all Personnel in respect of HR, SCM and Finance for the Local Service Office. Compiling monthly and quarterly reports for the areas of supervision. Manage Performance of all officials within the section. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Supervising the ordering of stationery and office supplies. Budget for compensation of employees. Ensure that all employees in the Local Service Office comply with PMDS Policy. Implement Leave Management Policies. Conduct records and document management. Provide logistics support functions. Attending to all admin related enquiries for the Local Service Office.

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

**POST 12/93** : **ADMIN CLERK (2 POSTS)**

**SALARY CENTRE** : R176 310 per annum (level 5)  
 : Joe Gqabi: Maletswai OSC Ref No: DSD 09/04/2022  
 : Chris Hani: Ezibeleni OSC Ref No: DSD 10/03/2022

**REQUIREMENTS** : National Senior Certificate/ equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and

written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence.

- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and Maintain data base on Victim Empowerment Programme.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
- POST 12/94** : **RECEPTIONIST (2 POSTS)**
- SALARY CENTRE** : R147 459 per annum (Level 4)  
Joe Gqabi: Maletswai OSC Ref No: DSD 11/04/2022  
Chris Hani: Ezibeleni OSC Ref No: DSD 12/03/2022
- REQUIREMENTS** : National Senior Certificate. NQF Level 4. A valid code 8 EB driving license will be an added advantage. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Communication and interpersonal skills. Procurement for the institution
- DUTIES** : Receive correspondence addressed to the institution. Attend to visitors to the institution. Act as switchboard operator. Retain filing, courier services and deliveries.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

**DEPARTMENT OF TRANSPORT  
GFMS- TRADING ENTITY**

*The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

- APPLICATIONS** : Applications Received After Closing Date Will Not Be Considered. Due To Covid- 19 Pandemic Hand Delivered and Posted Applications Will Not Be Accepted. To Obtain More Information on Requirements and Functions: Visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ectransport.gov.za](http://www.ectransport.gov.za) Applicants Should Apply Online Through E-Recruitment System, Using the Following Link: <https://erecruitment.ecotp.gov.za/>
- CLOSING DATE** : 19 April 2022
- NOTE** : Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>, [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: [Nolungalungisa.nelani@ecotp.gov.za](mailto:Nolungalungisa.nelani@ecotp.gov.za) (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified above– your application will be regarded as lost and will not be considered. Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV with at least two (2) contactable referees as well as copies of all qualification (s), (Matric certificate must also be attached) ID document and Driver's license (Where applicable). Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for

certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

#### **MANAGEMENT ECHELON**

- POST 12/95** : **DIRECTOR: INTERNAL AUDIT REF NO: DOT GFMS 01/04/2022**
- SALARY** : R1 073 187 per annual (Level 13)
- CENTRE** : East London
- REQUIREMENTS** : National Senior Certificate (NQF Level 4) with B Com Degree or B Tech (NQF Level 7) in Accounting/ Internal Audit with Ten (10 years) relevant working experience in IA of which Five (5) years must have been at a Middle Management Level (Deputy Director level) in internal audit. Certified Internal Audit (CIA) is required. Pre-Entry Certificate (certificate for entry into the SMS) is required. A valid code 08 driving license is required. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment and Communication.
- DUTIES** : KPAs: Manage, co-ordinate and provide internal audit services. Prepare and execute an Annual Internal Audit Plan. Provide assurance on established internal control procedures. Manage allocated resources of the unit in line with legislative and policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

#### **OTHER POSTS**

- POST 12/96** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AND COMMUNICATION REF NO: DOT GFMS: 02/04/2022**
- SALARY** : R744 255 per annual (Level 11)
- CENTRE** : East London
- REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) / Preferably B Degree (NQF level 7) in Computer Science or Information Technology. International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. Five (5) years' relevant experience in Information Technology Management of which 3 (three) years must be relevant experience in Information Technology Management at an Assistant Director Level / Junior Management (Level 9) in, A valid code 08 driving license is required. Competencies: Knowledge of communication strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.
- DUTIES** : KPA's: Facilitate the systems analysis process to GFMS needs and to map functionality requirements. Manage and maintain ICT assets. Manage the ICT sub-unit and Manage area of responsibility.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/97** : **ASSISTANT DIRECTOR: FLEET RISK MANAGEMENT REF NO: DOT GFMS: 03/04/2022**

**SALARY** : R382 245 per annual (Level 9)  
**CENTRE** : East London

**REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) or B Degree NQF Level 7) in Risk Management/ Public Management/ Public Administration/ Public Transport & Fleet Management/ Logistics/ Business Administration with at least three (3) years' relevant experience in Fleet Operations Management of which one (1) year experience should be in an accident/ fuel exceptions (fraud)/ tracker management at supervisory level or salary level 7/8. A valid Code 08 Driving license is required. Competencies: Creative thinking, Organisational communication effective, Team leadership, Self-management, Problem solving and Decision making, Planning and organising and Computer Literacy.

**DUTIES** : KPA's: Manage accident related claims (including 3<sup>rd</sup> party claims). Vehicle losses & related cost recovery processes. Manage ordering of fuel cards. Replacement of fuel cards and fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Manage the vehicle tracking system installations. De-installation, Repairs, Driver identification tags. Invoice payment and relevant reports. Manage and provide training to clients. Liaise with service providers. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/98** : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: DOT GFMS: 04/04/2022**

**SALARY** : R261 372 per annual (Level 7)  
**CENTRE** : East London

**REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) majoring in Accounting, Two (2) years' relevant working experience in Finance, in an accrual environment. Knowledge of Pastel or similar accrual accounting systems is required. Applicants must attach academic transcripts. A valid Code 08 Driving license is required. Competencies: Creative thinking, Decision making, Problem solving, Team player, Technical proficiency and Practical knowledge of Pastel.

**DUTIES** : KPAs: Processing of supplier invoices. Preparation of supplier reconciliations. Updating of invoice tracking register. Preparation of payment submissions. Maintenance of commitments register and Maintenance of irregular fruitless and wasteful expenditure register.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/99** : **ADMINISTRATION OFFICER: SHORT TERM RENTALS REF: DOT GFMS: 05/04/2022**  
(One Year Contract)

**SALARY** : R261 372 per annum (Level 7) plus 37% in lieu of benefits  
**CENTRE** : East London

**REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) in Transport Economics/Transportation Management/ Logistics Management/ Business Management/ Economics with at least two (2) years' relevant working experience in Short-term rentals or Fleet Management. A valid Code 10 Driving license is required. Competencies: Decision Making, Communication, Problem Analysis, Self-management, Team Membership and Technical Proficiency.

**DUTIES** : KPA's: Maintaining the short-term rentals vehicles register. Facilitating the procurement and disposal of short-term rental vehicles. Issuing and receiving of short-term rental vehicles to client departments. Facilitating the licensing and servicing of vehicles. Accident management of vehicles. Preparation of documentation for billing of vehicles and fuel usage. Maintaining accurate records of transactions on the short-term rental desk and Compiling performance reports on short-term rental desk activities.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319



**POST 12/100** : **ADMINISTRATION CLERK: FLEET MAINTENANCE MANAGEMENT REF NO: DOT GFMS: 06/04/2022**

**SALARY** : R176 310 per annual (Level 5)  
**CENTRE** : East London

**REQUIREMENTS** : National Senior Certificate (NQF Level 4), One year working experience in the fleet maintenance environment will be an added advantage. A valid Code 08 Driving license is required. Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills. Competencies: Creative Thinking, Creative and Innovative, Decision Making, Good Communication Skills, Telephone Etiquette, Good Self-Management, Detail Orientated and work well in a team environment.

**DUTIES** : KPA's: Provide clerical support services with fleet maintenance and repair authorizations. Receive and capture all authorisation requests from service provider. Provide clerical support services with the provisioning of fleet maintenance and repair services. Coordinate the signing of all authorisations and file – Daily. Reconcile the work done the previous day vs the actual signed off authorisations, Booking services and follow-ups on vehicles at merchants. Compile daily, weekly and monthly reports for fleet maintenance office. Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain an active fleet register. Administer and provide administrative support for Head Office and district staff. Split MM/FML authorised and record daily for cost recovery at the end of the month. Perform all administrative functions in the office and in support of district staff. Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/101** : **DRIVER/ MESSENGER: FLEET LOGISTICS MANAGEMENT REF NO: DOT GFMS: 07/04/2022**  
(One Year Contract)

**SALARY** : R261 372.per annual plus 37% in lieu of benefits (Level 3)  
**CENTRE** : East London

**REQUIREMENTS** : ABET Level 4 or NQF level 1 to 3, Valid Code 08 Driving license with a valid PDP is required. Two (2) years' driving experience. One (1) year should be of administration experience. Competencies: Good verbal skills, Basic reading and written skills, Conflict resolution, Self-management, Interpersonal relations and Multi-tasking and time management skills with the ability of prioritising tasks.

**DUTIES** : KPAs: Providing driving services for the entire organization. Provide general administrative support services in the unit.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2022/2023  
(24 MONTHS)**

***The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to. This advertisement is issued to all unemployed graduates aged of 35 or less including persons with disabilities in the EC Province for consideration for the internship programme.***

**APPLICATIONS** : email to <https://erecruitment.ecotp.gov.za> or Candidates wishing to post their CV can do so for the attention of Ms. Linda Bovana: Senior Manager HRD, Department of Transport, Private Bag X0023, Bhisho, 5206, for attention of Mrs N. Kibita/ Mrs. Z. Dimbaza. Candidates who do not comply with the above will be disqualified. No faxed, no emailed and no hand delivered CVs will be accepted. Successful candidates will be expected to sign a 24 months internship contract. Should you not hear from the Department within two months of the closing date, please accept that you have not been selected.

**FOR ATTENTION** : Alfred Nzo: Mr M Mdlozini Tel No: 039 – 254 6413, Amathole: Mr A Mngqibisa Tel No: 043 – 704 6656, Sarah Baartman: Mr. K. Senekal Tel No: 041 – 508 2727, Chris Hani: Mr. D. Gunxe/Ms N Sinyanza Tel No: 045 – 807 3752, Joe Gqabi: Ms P Ramahlele Tel No: 051 – 633 2871, O.R. Tambo Ms F Nombida Tel No: 047- 501 8853, Head Office: KWT: Mrs. Z. Dimbaza/Mr. P. Bandeza/Mrs. N. Kibita Tel No: 043 – 604 7471 & 043-604 7512

**CLOSING DATE** : 19 April 2022  
**NOTE** : Candidates must be less than 35 years of age and be residents of the Eastern Cape Province, submit a fully completed Z83 (effective from 01 January 2021) form obtainable from all government departments/DPSA website an updated Curriculum Vitae (CV) a copy of RSA Identity Document, a copy of certificate(s) together with transcripts copies and current (less than 3 months) legitimate proof of residence. such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Directions to Candidates should submit to the following for the attention of HRD

#### **OTHER POSTS**

**POST 12/102** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME (13 POSTS)**  
Chief Directorate Human Resources and Corporate Services

**STIPEND CENTRE** : R6 083.70 per month  
2x In-house Ref No: DOT 01/04/2022 (1 Post)  
O.R Tambo Ref No: DOT 02/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 03/04/2022 (1 Post)  
Chris Hani Ref No: DO 04/04/2022 (1 Post)  
Joe Gqabi, Ref No: DOT 05/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 06/04/2022 (1 Post)  
Amathole Ref No: DOT 07/04/2022 (1 Post)

**REQUIREMENTS** : National Diploma/Degree in HRM/Management Training with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/103** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME (15 POSTS)**  
Chief Directorate Supply Chain Management

**STIPEND CENTRE** : R6 083.70 per month  
Head Office: KWT Ref No: DOT 09/04/2022 (8 Posts)  
O.R Tambo Ref No: DOT 10/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 11/04/2022 (1 Post)  
Chris Hani Ref No: DO 12/04/2022 (1 Post)  
Joe Gqabi, Ref No: DOT 13/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 14/04/2022 (1 Post)  
Amathole Ref No: DOT 15/04/2022 (1 Post)  
In-house (Ref 16/04/2022) (1 Post)

**REQUIREMENTS** : National Diploma/Degree in SCM/ Logistics/Procurement and SCM/Public Admin and Management/ Diploma in Records and Archives Management with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/104** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME (11 POSTS)**  
Chief Directorate: Financial Management

**STIPEND CENTRE** : R6 083.70 per month  
Head Office: KWT Ref No: DOT 17/04/2022 (3 Posts)  
O.R Tambo Ref No: DOT 8/04/2022  
Sarah Baartman Ref No: DOT 19/04/2022  
Chris Hani Ref No: DO 20/04/2022  
Joe Gqabi, Ref No: DOT 21/04/2022  
Alfred Nzo Ref No: DOT 22/04/2022  
Amathole Ref No: DOT 23/04/2022  
In house Ref No: DOT 24/04/2022 (2 Post)

**REQUIREMENTS** : National Diploma/Degree in Cost Management Accounting/Internal Auditing with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/105** : **DISTRICT MANAGEMENT INTERNSHIP (IT) PROGRAMME (6 POSTS)**  
Chief Directorate: District Management

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 25/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 26/04/2022 (1 Post)  
Amathole Ref No: DOT 27/04/2022 (1 Post)  
Chris Hani Ref No: DOT 28/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 29/04/2022 (1 Post)  
Joe Gqabi Ref No: DOT 30/04/2022 (1 Post)

**REQUIREMENTS** : B. Degree (Computer Science)/ N. Diploma (IT- Support Services) with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/106** : **ICT PROGRAMME REF DOT 31/04/2022 (6 POSTS)**  
Chief Directorate: Corporate Services

**STIPEND CENTRE REQUIREMENT** : R6 083.70 per month  
Head Office: KWT  
B. Degree (Computer Science)/ N. Diploma (IT-System Support and Development with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/107** : **ROAD SAFETY INTERNSHIP PROGRAMME (7 POSTS)**  
Chief Directorate: Transport Operations

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 32/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 33/04/2022 (1 Post)  
Amathole Ref No: 34/04/2022 (1 Post)  
Chris Hani Ref No: DOT 35/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 36/04/2022 (1 Post)  
Joe Gqabi Ref No: 37/04/2022 (1 Post)  
Head Office: KWT Ref No: DOT Ref 38/04/2022 (1 Post)

**REQUIREMENTS** : B. Degree/N. Diploma in Public Relations/Project Management/Public Admin/Developmental Studies/ Social Science with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/108** : **PUBLIC TRANSPORT INTERNSHIP PROGRAMME (14 POSTS)**  
Chief Directorate: Transport Operations

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 39/04/2022 (2 Posts)  
Sarah Baartman Ref No: DOT 40/04/2022 (2 Posts)  
Amathole Ref No: 41/04/2022 (2 Posts)  
Chris Hani Ref No: DOT 42/04/2022 (2 Posts)  
Alfred Nzo Ref No: DOT 43/04/2022 (2 Posts)  
Joe Gqabi Ref No: 44/04/2022 (2 Posts)  
Head Office: KWT Ref No: DOT Ref 45/04/2022 (2 Posts)

**REQUIREMENTS** : B. Degree/N. Diploma in Transport Economics/Transport Management with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/109** : **SCHOLAR TRANSPORT INTERNSHIP PROGRAMME (16 POSTS)**  
Chief Directorate: Transport Operations

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 46/04/2022 (2 Posts)  
Sarah Baartman Ref No: DOT 47/04/2022 (2 Posts)  
Amathole Ref No: 48/04/2022 (2 Posts)  
Chris Hani Ref No: DOT 49/04/2022 (2 Posts)  
Alfred Nzo Ref No: DOT 50/04/2022 (2 Posts)  
Joe Gqabi Ref No: 51/04/2022 (2 Posts)  
Head Office: KWT Ref No: DOT Ref 52/04/2022 (4 Posts)

**REQUIREMENTS** : B. Degree/N. Diploma in Public Admin/Public Management with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/110** : **HOD's OFFICE INTERNSHIP PROGRAMME REF NO: DOT 53/04/2022 (1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N.Diploma in Public Admin/Public Management/Office Admin with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/111** : **DDG's OFFICE INTERNSHIP PROGRAMME REF NO: DOT 54/04/2022 (1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in Public Admin/Public Management/Office Admin with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/112** : **CFO's OFFICE INTERNSHIP PROGRAMME REF NO: DOT 55/04/2022 (1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in Financial Accounting/Management, Cost and Management Accounting with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/113** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOT 56/04/2022 (5 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in HRM/ Social Science and Public Admin and Administration/Psychology with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/114** : **HUMAN RESOURCE DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DOT 57/04/2022 (5 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in HRM/Management of Training/Social Science/Public Admin and Administration with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/115** : **INTERNAL AUDIT INTERNSHIP PROGRAMME REF NO: DOT 58/04/2022(2 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in Internal Auditing with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/116** : **LEGAL SERVICES INTERNSHIP PROGRAMME REF NO:DOT 59/04/2022(2 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT

**REQUIREMENT** : LLB/Degree or National Diploma in Office Management and Technology with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/117** : **ORGANIZATION DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DOT 60/04/2022 (2 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Organizational Development/Industrial Psychology/HRM with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/118** : **SPECIAL PROGRAMMES UNIT INTERNSHIP PROGRAMME REF NO: DOT 61/04/2022 (2 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Social Science.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/119** : **COMMUNICATION INTERNSHIP PROGRAMME REF NO: DOT 62/04/2022(1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Graphic Design/Journalism/Communication with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/120** : **DEPARTMENTAL STRATEGY INTERNSHIP PROGRAMME REF NO: DOT 63/04/2022 (2 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Transport Economics/Management/Public Admin with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/121** : **LICENCE AND ADMINISTRATION-ENATIS INTERNSHIP PROGRAMME REF NO: DOT 64/04/2022**  
Chief Directorate: Transport Regulations

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Transport Economics/Management/Public Admin with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/122** : **LAW ENFORCEMENT INTERNSHIP PROGRAMME REF NO: DOT 64/04/2022**  
Chief Directorate: Transport Regulations

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Public Admin/Public Management/ Office Admin with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/123** : **EPWP INTERNSHIP PROGRAMME (8 POSTS)**  
Chief Directorate: Community Based Programme

**STIPEND** : R6 083.70 per month

**CENTRE** : O.R Tambo Ref No: DOT 65/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 66/04/2022 (1 Post)  
Amathole Ref No: 67/04/2022 (1 Post)  
Chris Hani Ref No: DOT 68/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 69/04/2022 (1 Post)  
Joe Gqabi Ref No: DOT 70/04/2022 (1 Post)  
Head Office: KWT Ref No: DOT Ref 71/04/2022 (2 Posts)

**REQUIREMENTS** : B. Degree/N. Diploma in Public Admin/Public Management with no work  
experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL  
AFFAIRS**

***Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms M Parkies/ K Majafe
- CLOSING DATE** : 22 April 2022 at 16:00
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidates will be expected to enter into a performance agreement. Note: Applicants must submit uncertified copies of qualifications, only shortlisted candidate will be required to submit certified copies of qualifications.

**OTHER POSTS**

- POST 12/124** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: WASTE MANAGEMENT REF NO: DESTEA 24/03/22 ( 2 POSTS)**
- SALARY** : R276 831 per.annum. (OSD) – Appropriate salary will be determined according to the regulatory frame work based on OSD.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Natural/ Physical Science/ Environmental Management or equivalent qualifications. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.
- DUTIES** : Contribute towards the implementation of environmental policies, legislation, protocols, regulations and guidelines. Ensure the responsible management of waste in the Province. Promote, facilitate and implement strategies for cleaner production technology. Administer, implement and enforce statutory obligations with regards to waste, storage, treatment and disposal facility permitting. Perform all administrative and related functions.
- ENQUIRIES** : Dr. S. Fuku, Tel No: (051) 400 4781
- POST 12/125** : **TRADE OFFICER: SECTOR DEVELOPMENT REF NO: DESTEA 25/03/22**
- SALARY** : R261 372 per.annum. (Level 7)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Commerce / Business Administration or equivalent qualifications. Understanding of government micro policies relating

		to Economic Development and knowledge of business principles. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide support in implementing the sectoral development initiatives/project plans; provide inputs into development of the implementation plan and assist with the implementation itself, coordinate the resources for the implementation of sectoral initiatives/projects, Monitor and evaluate the progress of the initiatives/projects, provide the feedback report. Support appropriate environment for sectoral development; provide advice on appropriate business model, provide advice on suitable operational models. Support the formulation/development of departmental sector development policies; gather information relevant to the policy development. Provide support in the build-upwards and downwards-stream in sectoral value chains, organise the stakeholder in the relevant industrial value chain, follow up on the relevant matters on specific/relevant industry value chain.
<b><u>ENQUIRIES</u></b>	:	Ms. A. Phitsane, Tel No: (051) 400 4732
<b><u>POST 12/126</u></b>	:	<b><u>TRADE OFFICER: ECONOMIC PLANNING REF NO: DESTEA 26/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per.annum. (Level 7)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENT</u></b>	:	An undergraduate NQF level 6 in Commerce/Business Administration or equivalent qualifications. Understanding of government micro policies relating to Economic Development and knowledge of business principles. Computer literacy.
<b><u>DUTIES</u></b>	:	Develop plans, policies and strategies for economic development for the Department and ensure alignment with provincial and national policies and mandates. Provide support to municipalities in updating and developing Local Economic Development (LED) strategies. Assist management with monitoring and evaluation of economic plans, strategies and programmes. Assist municipalities with Integrated Development Plans (IDPs) review. Facilitate capacity building interventions for Local Economic Development (LED) officials at municipalities. Network with relevant stakeholders on issues relating to economic planning. Manage the asset resources for the office.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Lekutle, Tel No: (051) 400 9618
<b><u>POST 12/127</u></b>	:	<b><u>TRAINING OFFICER REF NO: DESTEA 27/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372. per.annum. (Level 7)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Management of Training /Human Resource Development/ Human Resource Management or equivalent
<b><u>DUTIES</u></b>	:	Coordinate training and development programmes and administration by giving inputs in the development of policies and strategies. Identify training and development needs within the Department by ensuring proper implementation of Skills Development Interventions. Administration of training programmes by registering and maintaining all training and development interventions in the database. Monitor and evaluate effectiveness and quality of training and development by- communicating training with service providers externally, communicating with managers and employees about training needs and assessing training programmes. Implement Departmental Induction programme including planning for logistical arrangements for the induction of newly appointed staff and preparing reports on staff inducted. Facilitate the appointment of interns, learnership and related youth development programmes. Assist in bursary administration and administer stays. Evaluate and co-ordinates the purchase and delivery of training programmes. Arrange skills development committees and interns mentors meetings (logistical arrangements). Coordinate training and development programmes and administration by giving inputs in the development of policies and strategies.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Segopa, Tel. No: (051) 400 9543



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(CENTRAL JOHANNESBURG TVET COLLEGE)**

**OTHER POSTS**

<b><u>POST12/128</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: CJC/HRM/01/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 9) plus benefits as applicable in the Public Sector Central Office: Park Town Grade 12 or equivalent qualification. Appropriate Degree/National Diploma (NQF level 6) in Human Resources Management or Public Administration, or equivalent. At least 8 years of experience in the human resources and administration environment. Must have a minimum 3 (three) years at a supervisory level. Thorough knowledge of relevant Sectoral and HR related legislations and public service regulations. Must be able to interpret and apply HR and related prescripts. Sound interpersonal relations and conflict management skills. Must be able to work independently as well as in a team. Good communication skills with a high proficiency in writing. Very good level of computer literacy. Knowledge of PERSAL system will be an advantage. Valid driver's licence. Ability to work under pressure and meet deadlines. Very good leadership and management skills. Sound experience in interpretation, development and implementation of HR policies. Au fait with the Continuing Education and Training Act (2006), Basic Conditions of Employment Act, Public Service Act, Employment of Educators Act and Labour Relations Act, Skills Development Act, Employment Equity Act, Public Service Regulations. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
<b><u>DUTIES</u></b>	:	Develop and maintain Human Resources Administrative systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, pension, bonus). Coordinate the design, review and implementation of the College organisational structure. Facilitate the development of job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programmes. Develop, manage and facilitate the training and development programmes (i.e. staff trainings, bursaries, internships and Learnership) Provide the coordination and implementation of performances management systems (PMDS & IQMS). Coordinate, develop and monitor the implementation and reporting of the Employment Equity plan. Attend all internal and external HR matters from relevant stakeholders. Prepare HR reports as required by the institutions and departmental processes. Ensure that the College has all required HR policies and other relevant prescripts. Facilitate the HR risk register. Ensure that all HR audit findings are addressed in prescribed time frames.
<b><u>ENQUIRIES APPLICATION NOTE</u></b>	:	Mr. B Khakhu Tel No: 011 351 6000 All applications are to be sent via email to <a href="mailto:recruitment38@cjc.edu.za">recruitment38@cjc.edu.za</a> . Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time.

Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 19 April 2022 at 16:00
- POST 12/129** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CJC/OFM/02/2022**
- SALARY CENTRE REQUIREMENTS** : R382 425 per annum (Level 09) plus benefits as applicable in the Public Sector  
: Central Office: Park Town  
: Grade 12 certificate or equivalent. A recognised three-year National Diploma (NQF6) in Recognised National Diploma (NQF 6) in /Public Management/ Business Management / Office Management and Technology or related qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
- DUTIES** : Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other approved committees. Provide strategic management, monitoring and evaluation services. Records management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES APPLICATIONS NOTE** : Mr. B Khakhu Tel No: 011 351 6000  
: All applications are to be sent via email to [recruitment39@cjc.edu.za](mailto:recruitment39@cjc.edu.za).  
: Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including, including matric or equivalent, academic records/transcripts and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 19 April 2022 at 16:00
- POST 12/130** : **ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: CJC/EXA/04/2022**
- SALARY CENTRE** : R477 090 per annum (Level 10) plus benefits as applicable in the Public Sector  
: Central Office: Park Town

- REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE years of experience in the TVET environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH/ITS system and TVETMIS. Knowledge of national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations. and Public Service Act, Labour Relations Act. Planning and Organising. Finance Management. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
- DUTIES** : Manage the provision of examination services. Manage training of Invigilators, Markers and Data Capturers. Manage the establishment of the function of Irregularity Committee. Manage the control of issuing of the certificates. Manage proper administration of the examination unit. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011 351 6000
- APPLICATIONS** : All applications are to be sent via email to [recruitment41@cjc.edu.za](mailto:recruitment41@cjc.edu.za).
- NOTE** : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 19 April 2022 at 16:00
- POST 12/131** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/05/2022**
- SALARY** : R382 245 per annum (Level 9) plus benefits as applicable in the Public Sector
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised 3-year qualification in Management Accounting or Financial Management (NQF Level 6). (An NQF Level 7 qualification will be advantageous). Knowledge of IFRS/GRAP. An understanding of PFMA. Experience in cost reduction strategies, revenue enhancement strategies to assist the college in enhancing its profitability. Planning and Organising. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
- DUTIES** : Ensure budget is prepared and monitored on a monthly basis, an analysis of the variance analysis report should be submitted to CFO monthly; Advise CFO

in ensuring efficiency of cost management and revenue enhancing measures; Monitor age of debtors and enhance recoverability measures; Analyse cost drivers and enhance their management; Report to CFO on all management accounting matters and provide support to the CFO and Principal on these strategies. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Mr. B Khakhu Tel No: 011 351 6000
- : All applications are to be sent via email to [recruitment42@cjc.edu.za](mailto:recruitment42@cjc.edu.za).
- : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 19 April 2022 at 16:00

**GAUTENG HEALTH**

***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.***

**ERRATUM: Steve Biko Academic Hospital.** Kindly note that post of Professional Nurses Speciality: Orthopaedic, Maternity, Critical Care, Child Nursing, Oncology And Operating Theatre (For Department of Health) with Ref No: SBAH 033/2022 advertised in Public Service Vacancy Circular 10 dated 18<sup>th</sup> March 2022 with a closing date of 04<sup>th</sup> April 2022, the correct Job Title Professional Nurses Speciality: Child Nursing Refs No: SBAH 033/2022. People whom applied should take note that their application will be considered, the closing date has been extended to 19<sup>th</sup> April 2022. **Dr. George Mukhari Academic Hospital:** Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 25 March 2022, Human Resource Clerk (Information Help Desk) (with Ref No: Refs/013569; the post has been withdrawn. **Gauteng: Department Of Health: Heidelberg Hospital:** Kindly note that the following post was advertised in Public Service Vacancy Circular 09 of 2022 dated 11 March 2022, The Requirements have been amended as follows Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) and basic midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. A registration with SANC as a Professional Nurse. Diploma or Degree in Nursing and administration or management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Computer literacy is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial

Management skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards. Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure. The closing date has been extended to 19 April 2022 **Gauteng Thelle Mogoerane Hospital:** Kindly note that the following post advertised in Public Service Vacancy Circular 11 dated 25 March 2022. obstetrician and gynecologist specialist – grade 1, 2 oR 3 (1 post) ref no: obsy&gyane specialist - 03/2022 The Requirements have been amended as follows: Appropriate MBChB or equivalent that allows registration with the Health Professionals Council of South Africa (HPCSA) and further qualification as a Medical Specialist in Obstetrics and Gynecology, registered with HPCSA. Further experience as an Obstetrician and Gynecologist after registration with the HPCSA will be an added advantage. Must be willing to form part of the commuted overtime for medical specialists, be able to provide 24/7 clinical services. Must have strong clinical and leadership skills, support Gauteng Health Clinical governance; experience in training and teaching of student and qualified health care practitioners, have desire to do research. Must have managerial experience, good interpersonal relations, strong leadership skills, communications, analytical and problem-solving skills. Must have Computer literacy (MS Word, MS Excel, and Power Point, etc. Manage own performance and development. Plan service delivery to meet client expectations and communicate as a manager in the public service. Liaison within the hospital and other health care facilities. Closing date will be extended to 22 April 2022 **Ekurhuleni Health District:** Kindly note that the following post Assistant Director: Human Resource Development with Reference No: EHD2022/03/10 were advertised in Public Service Vacancy Circular 11 OF 2022 posting date: 25 March 2022. The requirement has been added as follows: Requirements: National Diploma in Public Administration with 5 years' experience as Supervisor in HRD. The closing date has been extended to the 26 April 2022.

#### OTHER POSTS

- POST 12/132** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013620 (X3 POSTS)**  
 Directorate: Internal Medicine (Internal Medicine, Gastroenterology, Endocrinology, Rheumatology, Nephrology, Infectious Diseases, Pulmonology, Haematology, Oncology)
- SALARY CENTRE REQUIREMENTS** : R1 122 630. per annum (All-inclusive package)  
 : Chris Hani Baragwanath Academic Hospital  
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and Service. Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154  
 : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.

**NOTE**

: No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 19 April 2022

**POST 12/133**

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/013621 (X10 POSTS)**  
Directorate: Internal Medicine

**SALARY**

: R833 523.per annum (All-inclusive package)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner. Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. FCP Part 1 and ACLS will be added advantage. No experience required.

**DUTIE**

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising 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 (e.g. Death certificate). 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). Participating 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.
<b><u>ENQUIRIES</u></b>	:	Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
<b><u>APPLICATIONS</u></b>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> .
<b><u>NOTE</u></b>	:	No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	19 April 2022
<b><u>POST 12/134</u></b>	:	<b><u>MEDICAL REGISTRAR REF NO: REFS/013622 (X5 POSTS)</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	:	R833 523 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENT</u></b>	:	Appropriate medical qualification that allows registration with the HPCSA with Independent Practice. Registration with the HPCSA as Independent Medical Practitioner, Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. FCP Part 1, ACLS, AMLS, Diploma in HIV Management and post community service medical officer work experience in Internal Medicine will be added advantage.
<b><u>DUTIES</u></b>	:	As a Medical Registrar in Internal Medicine, the candidate will be expected to rotate between working both in General Internal Medicine and Medical subspecialties. In General Internal medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise medical officers and interns and liaise with their consultants on a daily basis regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a

registrar's training in this regard. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Ward Consultations within a relevant sub-speciality. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.

**ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.

**NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE** : 19 April 2022

**POST 12/135** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013623 (X5 POSTS)**  
Directorate: Intensive Care Unit

**SALARY** : R833 523 per annum (All-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. Training opportunities are inter alia available in the Intensive Care Unit Department. Current up-to-date resuscitation courses APLS (or PALS), ACLS, ATLS are required

**DUTIES** : Delivery of clinical services to critically ill patients. Participate in a multidisciplinary approach to the management of critically ill patients, under the



supervision of the ICU consultants. Evaluation and examination of referrals to the ICU in consultation with the ICU consultants. Performance of practical procedures relevant to the care of the critically ill patient. Participation in departmental meetings, journal clubs, Mortality and Morbidity meetings, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the ICU. Participate in clinical research conducted in the ICU. After hours (night and weekend) duties to provide continuous uninterrupted care of the critically ill patient.

**ENQUIRIES** : Dr. J Brown and Ms. Mutsila Tel No: 011 933 0270  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.

**NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE** : 19 April 2022

**POST 12/136** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013624 (X4 POSTS)**  
Directorate: Ear, Nose and Throat

**SALARY** : R833 523 per annum (All-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023. Must be a South African citizen or permanent resident. Primaries in ENT will be an added advantage.

**DUTIES** : The incumbent will be responsible or seeing patients on a daily basis in the ward and management thereof in liaison with the registrar and the consultant.

The incumbent will admit patients to the ward, take bloods, do all the necessary investigations and help to prepare patients for theatre. The incumbent will be the first point of contact/call when patients in other departments in the hospital require assistance with ENT conditions. The incumbent will review patient files and charts on a daily basis and ensure that latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward. The incumbent will be required to attend to all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in a professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering after hours service and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose and initiated treatment of patients in the department.

**ENQUIRIES**  
**APPLICATIONS**

: Prof MRI Ahmed and Miss Faith Mokoena Tel No: 082 739 2785/011 933 8052  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.qpg.gov.za>.

**NOTE**

: No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 19 April 2022

- POST 12/137** : **MEDICAL REGISTRAR REF NO: REFS/013625 (X2 POSTS)**  
Directorate: Ear, Nose and Throat
- SALARY** : R833 523 per annum (All-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023. Must have Primaries and intermediate exams in ENT, ATLS and BSS in relevant department. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines. Registrars must be a South African citizens or permanent residents. A valid driver's license.
- DUTIES** : The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files and charts on a daily basis and ensure that the latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department.
- ENQUIRIES** : Prof MRI Ahmed and Miss Faith Mokoena Tel No: 082 739 2785/011 933 8052  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the

Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 19 April 2022
- POST 12/138** : **MEDICAL REGISTRAR REFS NO: SBAH 037/2022**  
Directorate: Obstetrics and Gynaecology
- SALARY** : R833 523 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB Full Registration with Health professional's council of South African as Medical Practitioner.
- DUTIES** : The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at the hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-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. P Soma-Pillay 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** : 29 April 2022
- POST 12/139** : **CLINICAL PSYCHOLOGIST REF NO. REFS/013646 (1 POST)**  
Directorate: Psychology Department
- SALARY** : Grade 1: R724,062 – R796,041.per annum  
Grade 2 R844,884 – R937,704.per annum  
Grade 3 R980,529 – R1,155,006.per annum (All-inclusive packages)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Master's degree in Clinical Psychologist. Registration with HPCSA as Clinical Psychologist. Current Registration with HPCSA (Independent Practice).
- DUTIES** : Diagnostic assessment, full psychological assessment, and Psychotherapy to in and outpatients. Provide preventative mental health interventions, consultations - liaison, supervision, and training of interns. Keep accurate records. Participate in academic and research programs.
- ENQUIRIE** : Mrs. Z Nongogo Tel No: (011) 411-3618
- APPLICATIONS** : should be hand delivered to: Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted

candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 19 April 2022 (12:00 noon)
- POST 12/140** : **PHARMACIST REF NO. REFS/ 013645 (1 POST)**  
Directorate: Pharmacy Department
- SALARY** : Grade 1: R703,773 – R746,958.per annum  
Grade 2 R762,291 – R809,067.per annum  
Grade 3 R833,533 – R884,664.per annum (All-inclusive packages)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Bachelor’s degree / diploma in Pharmacy. Current registration with SAPC as a Pharmacist. Comprehensive knowledge of government regulations and policies. Computer literacy (Microsoft Office, Rx Solution and WinRDM). Administrative and People management skills. Sound communication skills (verbal & written). Good Planning and organizational skills. Good problem solving and interventional skills. Willing to participate in overtime over weekends or as need arises
- DUTIES** : Provision of pharmaceutical care which includes dispensing medicines in accordance with GPP. Prepacking, manufacturing, compounding of medicines and the supervision thereof. Purchase, storage, supply, distribution, and control of all medicines. Control of specified scheduled 5 and 6 medicines or substances. Be part of a multi – disciplinary teams for antimicrobial stewardship, infection control and total parenteral solutions and PTC in the institution. Participate in research and development. The provision of information and public health education. Maintenance of all documentation in line with SOP’s. Training and staff appraisal. Project management and being part of M&E teams in the institution. Monitoring of ideal hospital standards, GPP and other standards. Deputize for Pharmacy Supervisor when required.
- ENQUIRIES** : Ms R Laher Tel No: (011) 411-3882
- APPLICATIONS** : should be hand delivered to: Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with SAPC and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 19 April 2022 (12:00 noon)
- POST 12/141** : **ASSISTANT MANAGER: SPECIALTY (PN-B4) REF NO: CHBAH 554 (X 1 POST)**  
Directorate: Psychiatry Department
- SALARY CENTRE REQUIREMENTS** : R624 216 per annum (All-Inclusive Package)  
Chris Hani Baragwanath Academic Hospital  
A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of (10) year's appropriate/ recognizable 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 relevant Department after obtaining the one year post basic qualification in Advance Psychiatric Care Nursing Science. 3 years must be recognisable experience as an Operational Manager. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks. Financial and budgetary knowledge pertaining to the relevant resources under nursing management. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient 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 relationships with nursing and other stakeholders (i.e. inter personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof.
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 0134/9779  
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be

subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 19 April 2022
- POST 12/142** : **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 555 (X1 POST)**  
Directorate: Nursing Division: Clinical Support (Critical Care)
- SALARY CENTRE REQUIREMENTS** : R571 242. per annum (All-Inclusive Package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of one year, accredited with SANC in Critical-care Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognizable experience after obtaining the 1-year post basic qualification in Critical-care Nursing Science. Current registration with the South African Nursing Council. Competencies: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently, innovate, problem-solving, communication, and decision making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.
- DUTIES** : Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card.

Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 19 April 2022
- POST 12/143** : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT): (PN-B3) REF NO: CHBAH 556 (X 3 POSTS)**  
Directorate: Obstetrics and Gynaecology
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum (All-Inclusive Package)  
: Chris Hani Baragwanath Academic Hospital  
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality. Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.



**NOTE**

: No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 14 April 2022

**POST 12/144**

: **PROFESSIONAL NURSES SPECIALITY: ORTHOPAEDIC REFS NO: SBAH 038/2022**  
(Re-Advetisement)  
Directorate: Nursing

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

: R571 242 per annum (PN-B3) plus benefits  
: 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 qualification with the duration of at least 1 year diploma in Medical and Surgical Nursing Science in Orthopaedic Nursing. 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 after obtaining the one year post basic qualification of Medical and Surgical Nursing Science in Orthopaedic Nursing. Diploma/degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Service certificates are compulsory. Computer literate. Verified proof of experience. Valid driver's license. Strong leadership, good communication (verbal, non-verbal and written) and sound interpersonal skills are necessary

**DUTIES**

: Coordination 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. Coordination 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** : 29 April 2022

**POST 12/145** : **ASSISTANT DIRECTOR RADIOGRAPHER GRADE1 REFS NO: SBAH 039/2022**  
 Directorate: Diagnostic Radiography

**SALARY CENTERE REQUIREMENTS** : R525 087 per annum plus benefits  
 : Steve Biko Academic Hospital  
 : Diploma /B-RAD /B-Tech in Diagnostic Radiography. At least 12 years' experience as an independent Radiographer. 6 years' experience in a management position. Relevant additional qualifications will be taking in consideration Experience in an academic environment will be advantage. Registration with the HPCSA is compulsory. Leadership abilities essential. Outstanding interpersonal human relations and communication skills. Extensive knowledge and understanding of PACS system. Sound knowledge of Quality assurance of all X-ray equipment, including-General radiography-CT-MRI -Ultra sound, -Mammography, Angiography, Cath Lab. Knowledge of all applicable government acts and regulations pertaining to Radiographic services. A very high level of responsibility. Good computer skills.

**DUTIES** : HOD of the Radiography department. Managing the delivery of 24 hours Radiographic service in a tertiary hospital. Liaise with the head of department Radiology in implementing policies in the department. Total quality service management for the achievement of Batho- / Bana Pele Principles, and that the Radiographic services is in keeping with Radiation Legislation. Experience in conflict management. Ability to work under pressure. Ability to take initiative. Relevant budgetary duties. Extensive knowledge of all Radiology equipment mentioned above and compiling of Specifications. Maintenance contracts in place. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. To participate and make inputs at hospital and provincial management meetings. Assists in research projects. Managing the filling of vacant posts. Provide and manage the human resources in the Radiography department. Provide CPD activities according to the requirements of HPCSA. Responsible for departmental statistics and waiting times. Liaise with the department of Radiographic sciences at the University of Pretoria in the training of Radiography students. Accommodate and assist Post-grad students. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, Teamwork, -spirit and reliability.

**ENQUIRIES APPLICATIONS** : Prof. Z Lockhat Tel No. 012 354 1379  
 : 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** : 29 April 2022

**POST 12/146** : **OPERATIONAL MANAGER NURSING (NIGHT SUPERVISOR) REF NO: TRH 07/2022**  
 Directorate: Nursing

**SALARY** : Grade 1: R450 939 – R507 531 per annum  
 : Grade 2: R522 765 – R588 390 per annum

**CENTRE REQUIREMENTS** : Tshwane Rehabilitation Hospital  
 : Basic R425 Qualifications i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Current

		Registration with South African Nursing Council. Nursing Management will be strongly recommended. 7 years' experience post registration as a Nurse. Experience as a supervisor in the health care Sector, Patient care office and management. Experience in developing nursing standard operating procedures. Familiar the ideal monitoring system and be able to resolve conflict and complains. Computer literate. Valid driver's licence added advantage.
<b><u>DUTIES</u></b>	:	Assist in Nursing Management office. Manage all wards, patients care office day and night. Compile statistics. Supervise all Nursing care service for the centre. Conflict Management. Maintain discipline in the wards and nursing department. Promote quality Basic Nursing care and rehabilitation programmes as directed by the Scope of Nursing practice. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals and junior colleagues, including report writing. Manage material, human resource and assets allocated to nursing Department. Monitor and ensure proper utilization of funds. Monitor and evaluate daily activities. Ensure proper staff allocation for shifts in the wards. Manage staff performance. Be a team leader.
<b><u>ENQUIRIES</u></b>	:	Ms MM Rakwena, Tel. No: (012) 354 – 6135
<b><u>APPLIICATION</u></b>	:	Applications must be sent directly to: <a href="mailto:Godfrey.Polo@gauteng.gov.za">Godfrey.Polo@gauteng.gov.za</a> or hand deliver to Corner Dr Savage and Soutpansberg Road, Pretoria 0001.
<b><u>NOTE</u></b>	:	Faxed applications will not be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV, ID, qualification and relevant council registration certificate and proof current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	20 April 2022
<b><u>POST 12/147</u></b>	:	<b><u>SOCIAL WORKER SUPERVISOR GRADE 1 REF.NO: REFS/013626 (X 1 POST)</u></b> Directorate: Social Servicers
<b><u>SALARY</u></b>	:	R389 991 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, Bachelor's Degree in Social Work, Certificate of Registration with the South African Council for Social Services Professions, Proof of the Current year registration to practice as a Social worker, Driver's license, computer literacy and Identity document. The incumbent must have at least seven years of experience practising as a Social worker.
<b><u>DUTIES</u></b>	:	To ensure that health care social work services are rendered through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance their social well-being. Provide supervision according to social work supervision Policy and legislative requirements to the allocated staff per business unit. Identify and make recommendations on appropriate interventions required to address the identified conditions. Develop, determine, and plan programs to render the recommended interventions efficiently, effectively and economically. Quality control of the work delivered by Supervisees. Analyse, validate data and provide Supervision reports. Convene and participate in relevant meetings regarding social work services. Collaborate with other Programmes and Stakeholders. Assist and Participate in Awareness Programs as per Health

Calendar of events. Manage staff leave, work hours and Conflict. Do skills analysis and ensure that supervisees are trained and developed to be able to deliver work of the required standard that meet the Departmental norms and standards. Monitor and evaluate the effectiveness of social work services of the supervisees and give input to the Management. Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service. The Incumbent must have the following skills: Planning and Organizing, Interpersonal, Leadership, Communication and Counselling. Be conversant with public service Legislature and Health Standard operating procedures and Policies.

**ENQUIRIES  
APPLICATIONS**

: Ms. M.J. Shingange Tel : ( 011) 933 8858  
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.

**NOTE**

: No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 19 April 2022

**POST 12/148**

: **ASSISTANT DIRECTOR: FINANCE REF NO: TRH 08/2022**  
 Directorate: Financial Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245.per annum (plus benefits)  
 : Tshwane Rehabilitation Hospital  
 : Grade 12 plus a three-year tertiary qualification in financial Management or equivalent tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and

relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS etc. Computer literacy and in-depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Needs to be able to manage finance and Supply chain. Develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as per required timeframes. Willingness to work irregular hours when required.

**DUTIES**

: Manage the hospital's budget, expenditure and all other financial areas and Supply Chain adhere to policies and procedures. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.

**ENQUIRIES  
APPLICATIONS**

: Mr MG Polo, Tel. No: (012) 354 – 6816  
 : must be sent directly to: [Godref.polo@gauteng.gov.za](mailto:Godref.polo@gauteng.gov.za) OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE**

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

**CLOSING DATE**

: 20 April 2022

**POST 12/149**

: **ENGINEERING TECHNICIAN GRADE A/B REF NO: SBAH 040/2022**  
 Directorate: Clinical Engineering

**SALARY  
CENTRE  
REQUIREMENTS**

: R272 745 per annum plus benefits  
 : Steve Biko Academic Hospital  
 : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA as an Engineering Technician. Three years post qualification technical (Clinical Engineering) experience or at least 14 years

appropriate/recognizable experience in the Clinical Engineering area after registration with ECSA with relevant experience in the repair and maintenance of medical equipment, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within Clinical Engineering, good understanding of Microsoft Office applications such as Word, Excel and Access.

**DUTIES** : Repair and maintain all medical equipment, keep documented and electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule

**ENQUIRIES** : Mr. K Dahlen Tel: (012) 354 1261

**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** : 29 April 2022

**POST 12/150** : **FOOD SERVICE MANAGER REF NO: REF/202203**  
Directorate: Cook Freeze Factory

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Masakhane Provincial Laundry and Cook Freeze Factory  
: Grade 12 or equivalent qualification and three years National Diploma in Food Service Management/Food and beverage management or equivalent qualification. B.Tech in Food Service management/ Food & Beverage management will be added advantage. Atleast 3 years' experience working as a Food Service Supervisor in Public hospital/Clinical environment Food Service Unit. Computer knowledge of Word, Excel and Power Point. Knowledge of Food Service policies. Knowledge of hygiene and safety Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Must be able to work under pressure, take initiative, and work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of supply chain Management regulations, Labour relation Management and Human Resource Management. Must be willing to work under pressure, weekends, public holidays. Be willing to undergo continuous training and development. Management of personnel performance and review thereof in the sub-division.

**DUTIES** : Manage, control and direct the food services Unit effective and efficient services as well as nutritional care of patients by means of agreed budgets, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of the Food Service Unit. Monitor ordering, receiving, storage and issuing of food items using the correct supply chain procedures. Monitor and manage customer care, Responsible for compliance with safety and health standards; Ensure compliance to hygiene standards within the food service unit; Monitor and ensure proper utilization of the finances and physical resources. Manage Food Service Staff and maintain proper communication within the Unit. Plan, implement and monitor all departmental activities related to procurement and financial system. Monitor plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines.

**ENQUIRIES** : Mr. AL Mokgetle Tel No: 012-564 6300

**APPLICATIONS** : Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>.

**NOTE** : The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (copies need not to be certified and only shortlisted candidates will be required

to submit certified documents when invited for the interviews). Please ensure that the reference number is quoted correctly. ). The recommended candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. 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** : 19 April 2021
- POST 12/151** : **CHIEF ADMINISTRATION CLERK - MORTUARY REF NO. REFS/013497 (1 POST)**  
Directorate: Patient Affairs – Mortuary Department
- SALARY CENTRE REQUIREMENTS** : R261,372 per annum (plus benefits)  
: Leratong Hospital  
: Grade 12 / equivalent. 3 to 5 years' experience in Patient Affairs. Three years National Diploma / Degree in Public Management / Public Administration will be an added advantage. Computer literacy (Ms Office). Knowledge of PAAB System. Good verbal and written communication skills. Good management and problem – solving skills. Conflict management skills. Be prepared to participate in the development of Operational Plan, quarterly Reviews and Annual Reports. Knowledge and application of the Batho Pele Principle, Six Key Ministerial Priorities, PFMA, procedure manual II and Circular letter 35 of 2017 in relation to accommodate and disposal of corpses of patient and other Persons, UPFS and all prescripts that govern Patient affairs. To relief colleagues as the need arises and work closely with other disciplines. Code 8 driver's licence and Mortuary experience will be an added advantage
- DUTIES** : Management of all key responsibilities areas by applying and implementing relevant mortuary administration policies and all other Patient administrative Procedures. Ensure that the mortuary register is always updated. Ensure that Home Affairs DHA1663 and SAPS Documents are correctly completed. Ensure that government Mortuary is contacted timeously for referral of bodies for autopsy. Ensure that tracing of families for unclaimed bodies is done. Ensure that preparations are done for Paupers Burial within Mortuary timeframes. Ensure supervision of other Patient affairs sections. Participating in all hospital scheduled meetings. Ensure that the department's LEAN management report and A3 is ready on weekly basis. Ensuring proper implementation of revenue collection procedures. Ensure continuous training and development of staff. Compilation and submission of accurate Patient statistics to improve efficiency. Responsible for personnel performance evaluation (PMDS) and monitoring of attendance
- ENQUIRIES APPLICATIONS** : Mr. S Bambula Tel No. (011) 411 3542  
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource Department, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The

Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE** : 19 April 2022 (12:00 noon)

**POST 12/152** : **ADMINISTRATION CLERK: REF NO: CHBAH 557 (X 2 POSTS)**  
Directorate: Logistics

**SALARY** : R176 310. per annum (Level 5)(Plus Benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint, and Internet). Basic knowledge of the regulations, legislative framework and processes related to Logistics (especially Portering Services) and the ability to interpret them. Excellent interpersonal and organizational skill. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Ability to handle tasks of multidisciplinary nature. Comply with the rotation roster to various Logistics areas. Must be prepared to rotate and operate as a reliever to other sections within Logistics. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Supervisory experience (including team leaders) in Portering Services will be an added advantage (Prove of supervisory/team leader experience e.g. letter of confirmation as supervisor/team leader will be required).

**DUTIES** : Supervise and monitor the Porters (Level 2 and 3) in all the units. Ensure that all staff is on duty as per duty roster, signed attendance registers and manage absenteeism. Monitor timekeeping by staff (i.e., keep to tea times and that there are no late coming or early departures). Implement corrective measures where necessary and/or involve Labour Relations. Control leaves forms and submit it to the next level supervisor for signature. Ensure completion of daily production sheets by Porters and submit it to the next level supervisor daily. Allocate duties to Porters using the automated Pottering system. Close logged calls after transporting of patients to requested service point. Ensure that stretchers and wheelchairs are available, clean and in a good working condition always. Conduct weekly and monthly meetings with the Porters. Do daily walkabouts to monitor the Porters. Submit weekly, monthly, and daily reports to the next level supervisor. Ensure that the Porters go for training (including in-service training). Ensure that all Porters are wearing their uniforms as prescribed daily. Relieve in other areas when requested by your supervisor and comply when rotation takes place. Adhere to any legal instruction given to you by a senior staff member. Assist with portering duties in case of crises/shortage (e.g., transport patients from and to relevant wards/departments). Comply with the Performance Management and Development System (contracting, mid-year reviews and final assessments). Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor.

**ENQUIRIES** : Ms J. van Rensburg Tel No: (011) 933 8756  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not



older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

:

19 April 2022

**GAUTENG 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***

**CLOSING DATE**

:

19 April 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](http://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 (where applicable). The department reserves the right to fill or not to fill the

vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

#### OTHER POSTS

**POST 12/153** : **SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) REF NO: SEDIBENG REGION: REF NO. SD/2022/03/64**

**SALARY** : R389 991 per annum (within the OSD framework)  
**CENTRE** : Sedibeng Region (Directorate: Probation and Canalization)  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.

**DUTIES** : To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.

**ENQUIRIES** : Ms Bridgette Nkeane Tel: (016) 930 2096  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms B Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.

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

**POST 12/154** : **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO: S/2022/03/65 (3 POSTS)**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Sedibeng Region  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6 or 7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and PowerPoint. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

**DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categorise them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be

acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Bridgette Nkeane Tel: (016) 930 2096  
: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development for Attention Ms B Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.

**NOTE**

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

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

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

**OTHER POSTS**

<b><u>POST 12/155</u></b>	:	<b><u>CHIEF RADIOGRAPHER (ULTRASOUND) GR 1 REF NO: GS 1/22</u></b> Component: Radiology
<b><u>SALARY</u></b>	:	Grade 1: R473 112 - R525 087.per annum Other Benefits: 13 <sup>TH</sup> Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent National Diploma in Ultrasound / Bachelor's Degree in Technology: Ultrasound Certified copy of original registration with Health Professions Council of South Africa as an Radiographer (Ultrasound) Certified copy of current registration with the Health Professions Council of South Africa for 2021/2022 in the category Independent Practice: Ultrasound A minimum of three years' experience after registration with HPCSA as an Radiographer (Ultrasound): Independent Practice Proof of experience must be attached to the application (Certificates of service or official letters from previous/current employers and endorsed by HR Office) The Employment Equity Target For This Post Is: African Male, Indian Male, White Male, Coloured Male Recommendation: Experience performing high risk Obstetric and anomaly scans Experience in reporting on difficult pathologies Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures Basic knowledge of equipment use and trouble shooting Sound report writing and administrative skills and computer literacy Knowledge of relevant Health and Safety Acts and Infection Control measures Good communication, interpersonal relations and problem solving skills Basic supervisory skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric Scans Provide correct interpretation of all ultrasound scans Compile comprehensive reports as required in the working environment Provide assistance, supervision and training to junior staff and students, including medical personnel Promote good health practices and ensure optimal care of the patient Execute all clinical procedures competently to prevent complications Participate in quality improvement programmes, policy making, in-service training and National Core Standards
<b><u>ENQUIRIES</u></b>	:	MS D Wood Tel No: 033-8973208
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs. M. Chandulal
<b><u>NOTE</u></b>	:	Directions To Candidates: The following documents must be submitted: 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.Applicants must indicate the reference number of the vacancy in their applications. 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. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 2/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from

checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC)

- CLOSING DATE** : 19 April 2022
- POST 12/156** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 TO 3(ULTRASOUND): REF NO: HRM 11/2022: NO. OF (POSTS: 01)**
- SALARY** : Grade 1: R401 640 - R459 231 per annum  
Grade 2: R473 112 - R540 954 per annum  
Grade 3: R557 301 - R600 384 per annum Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Requirements
- CENTRE REQUIREMENTS** : King Edward VIII Hospital Complex  
: Matric/Senior Certificate or equivalent qualification PLUS National Diploma/Degree in Diagnostic Radiographer (Ultrasound) PLUS 2021/2022 Registration with the HPCSA as a Diagnostic Radiographer (Ultrasound)  
Recommendation: Computer Literacy, Experience performing high risk Obstetric and anomaly scans, Pediatric scans as well as reporting on difficult pathology.
- DUTIES** : Key Performance Areas: Providing a high quality ultrasound service in keeping with Women and Child status of the hospital: Gynecological scans with complicated pathology, Pediatric and detailed Obstetric anomaly scans, Providing correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Willingness to participate in shift and standby duties including night, weekends and public holidays and when the need arises. Providing assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures completely to prevent complications. Participate in quality improvement programs, standard operating procedures, in-service training and National Core Standards.
- ENQUIRIES APPLICATIONS** : MRS. N Dlamini.Tel No: (031) 360 3410.  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the post. The reference number must be indicated in the column provided on the form Z83, e.g ref AFRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 19 April 2022
- POST 12/157** : **PROFESSIONAL NURSE SPECIALITY: ADVANCED MIDWIFERY REF NO: SAH 14/2021 (1 POST)**  
Re-Advertisement
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum Other Benefits: 13<sup>th</sup> Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Maternity Ward

<b><u>REQUIREMENTS</u></b>	: <b>Grade 1:</b> Diploma/ Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science <b>Grade 2:</b> Diploma/ Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
<b><u>DUTIES</u></b>	: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<b><u>ENQUIRIES</u></b>	: Mrs Mr Singh Tel No: 039 433 1955 EXT 211
<b><u>APPLICATIONS</u></b>	: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<b><u>FOR ATTENTION</u></b>	: Human Resource Manager
<b><u>NOTE</u></b>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply
<b><u>CLOSING DATE</u></b>	: 20 April 2022
<b><u>POST 12/158</u></b>	: <b><u>FACILITY INFORMATION OFFICER REF NO. GS 3/22 (X 1 POST)</u></b> Component: Monitoring and Evaluation
<b><u>SALARY</u></b>	: R261 372 per annum + 13 <sup>th</sup> cheque, medical-aid (optional) +Homeowners allowance (employee must meet the prescribed requirements)

- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
 : Senior Certificate (Grade 12) or equivalent qualification plus National Diploma/ Degree in Information Technology/Management Information Systems Statics/Computer Science Knowledge, Skills and Experience: Computer literacy In depth knowledge and technical skill in Information Health System and Data Management Ability and skill to compile presentation and/or graphic presentation of facility health information/statistics Ability to work under pressure and meet reporting deadlines Good communication, interpersonal relations and problem solving skills
- DUTIES** : Key Performance Areas: Co-ordinate the collection of quality routine and non-routine facility data and the maintenance of Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS,TB/HIV Information systems Supervising and ensuring that data capturers capture correctly and timeously all health information as per collection tools and various other health information. Ensure validation, completeness and integrity of all facility health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health Information committee meeting. Ensuring that quarterly reports are compiled, captured, and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff trainings on data management processes/Standard Operating Procedures/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice to ward managers and heads of departments regarding information technology and systems related needs e.g. completion of standardised collection tools and use of face value registers and IT policy related issues. Address Auditor General Findings on predetermined objectives and develop improvements plans. Ensure the effective, efficient and economical management of allocated resources of the Data Management office Manage EPMDs of staff in Data Management Office
- ENQUIRIES APPLICATIONS** : MS S Arends: Tel No: 033-897 3326  
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal  
 : Directions To Candidates: The following documents must be submitted: 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.Applicants must indicate the reference number of the vacancy in their applications. 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. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 3/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). The Employment Equity Target for This Post Is: African Male, Indian Male, White Male
- CLOSING DATE** : 19 April 2022

**DEPARTMENT OF TREASURY**

***The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.***

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200
- FOR ATTENTION** : Ms S Ngema
- CLOSING DATE** : 22 April 2022

**NOTE**

: A new application for employment Z83 form is applicable from the 1<sup>st</sup> January 2021. The Z83 new application form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). Application must be accompanied by a detailed CV, together with certified copies of your qualification certificates including Matric and ID. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-South African citizens or permanent residency holders must submit a documentary proof together with their applications. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. Shortlisted candidates will be subjected to security vetting. Required documents do not need to be certified when applying for the post/s. only shortlisted candidates will be required to submit certified documents and will be informed by HR when they are invited for recruitment processes. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Targeted: Females and people with disabilities who meet the requirements.

**OTHER POSTS**

**POST 12/159**

: **DEPUTY DIRECTOR: NORMS & STANDARDS REF NO: KZNPT 22/09**

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

: R744 255 per annum (A remuneration package) (All-inclusive package)  
: KZN Provincial Treasury, Pietermaritzburg  
: A 3-year NQF level 6/7 National Diploma/Degree in Financial Management or Commerce or Law. A minimum of three (3) years junior management experience in a financial management/norms and standards environment/policy development environment applicable to departments, municipalities and its respective entities. Skills, Knowledge and Competencies: Knowledge of Public Finance Management Act 1999 and Municipal Finance Management Act 2003. Knowledge Treasury Regulations. Knowledge of Provincial Treasury instruction notes, directives and instructions. Knowledge of Municipal Systems Act 2000 and Municipal Structures Act 1998 and other financial related prescripts applicable to the local government sphere. Knowledge of GRAP/GAAP. Planning and Organising, investigation, interpersonal relations. Research. Report writing. Presentation. Leadership. Supervision. Facilitation skills. Project planning/management. Decision making. Good verbal and written communication. Problem solving. Change management. Self-disciplined and able to work under pressure with minimum supervision. Computer skills.

**DUTIES**

: Develop financial norms and standards by reviewing existing policy/instruction notes/standard operating procedures and developing new policy/instruction notes/standard operating procedures. Manage the implementation and monitoring compliance of financial norms and standards to ensure compliance with the PFMA and MFMA and related financial prescripts and procedures, and take action where necessary. Provide effective financial management technical support service to all stakeholders including the research and issuing of guidelines and best practices. Improve accountability through effective financial delegations. Develop and implement training programs. Ensure the effective and efficient management of resources allocated to the sub-component.

**ENQUIRIES**

: Mr N Price Tel No: (033) 897 4324

**POST 12/160**

: **SPECIALIST: NORMS & STANDARDS REF: KZNPT 22/08 (2 POSTS)**

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

: R382 245 per annum (A remuneration package) (All-inclusive package)  
: KZN Provincial Treasury, Pietermaritzburg  
: A 3-year NQF level 6/7 National Diploma/Degree with emphasis on Financial Management/Commerce or Law. A minimum of three (3) years' experience in a financial management policy development/ Norms & Standards environment. Skills, Knowledge and Competencies: Public Finance Management Act. Treasury Regulation. Municipal Finance Management Act. Generally



Recognized Accounting Practice. Computer literacy. Good verbal and written communication skills. Financial management. Facilitation and strong leadership skills. Problem solving. Organizational. Good inter-personal relations. Presentation. Analytical. Self- disciplined and able to work under pressure with minimum supervision.

**DUTIES**

: Develop and review financial norms and standards. Facilitate implementation and monitor compliance with legislative and related financial prescripts and procedures. Provide an effective financial management technical support service. Facilitate financial training strategies and programmes.

**ENQUIRIES**

: Mr. S Ntombela Tel No: (033) 897 4384

**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.*

<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>NOTE</u></b>	:	Applications should be submitted on the <i>online application system</i> 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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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. 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 12/161</u></b>	:	<b><u>CHIEF DIRECTOR: INTEGRATED HEALTH PLANNING REF NO: MPDOH/MAR/22/29</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R1 269 951 per.annum. (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela.
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7) as recognized by SAQA in Health related field. A Master's Degree in Public Health and postgraduate Management qualification will be an added advantage. A recognized qualification in Project Management would be a strong recommendation. SMS Pre-entry certificate is a requirement. At least five (5) years' post-qualification relevant experience in management at SMS level. A valid driver's licence. Knowledge, skills and competencies: Knowledge of both national and provincial health policy and legislation. Knowledge of the PFMA, DoRA, and IDIP. Excellent analytical skills. Excellent written and verbal communication ability. Computer literacy.
<b><u>DUTIES</u></b>	:	Co-ordination and facilitation of departmental strategic and operation planning processes and the formulation and analysis of relevant policies. Manage the implementation of monitoring and evaluation systems for performance including the management of routine health information. Ensures that information systems support current and future needs of the department manage, co-ordinate and conduct epidemiology surveillance and research. Facilitate and co-ordinate the implementation of special and flagship programmes.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>NOTE</u></b>	:	Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

**POST 12/162** : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: MPDOH/MAR/22/30**

**SALARY** : R1 269 951 per.annum. (All-inclusive remuneration package).

**CENTRE** : Provincial Office, Mbombela.

**REQUIREMENT** : An under-graduate qualification (NQF Level 7) as recognized by SAQA or equivalent qualification in Finance / Asset Management. SMS Pre-entry certificate is a requirement. At least five (5) years' post-qualification relevant experience in management at SMS level. A valid driver's licence. At least five (5) years relevant experience in procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. Extensive knowledge and experience in Asset Management. In-depth knowledge of Financial, SCM and Asset Management procedures and prescripts. Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM Practice Notes. LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

**DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate. Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit and departmental policies and procedures. Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget [in consultation with Public Works where applicable]. Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop and maintain the lease register. Develop asset needs assessment, acquisition management, operational and disposal plans as well as execute and monitor the implementation thereof. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Develop, implement and manage mechanisms to safeguard assets. Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve unclear items. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost and recommendations on the most appropriate asset solution. Report on asset management information as required to internal and external stakeholders. Manage valuations for immovable assets and update the asset register. Establish and execute a performance measurement system to evaluate the effective utilization of assets. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Utilise LOGIS for provisioning, procurement, stock

control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.

**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](http://www.mpuhealth.gov.za).

**NOTE**

: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND  
REFORM**

- APPLICATIONS** : All applications must be forwarded to: The Head of the Department; Private Bag X6102, Kimberley, 8300 or Hand deliver to Recruitment and Selection unit: 90 Long Street, Kimberley, 8301
- FOR ATTENTION** : Ms. K. Moremi, Senior Manager: Human Resources. Tel nr: 053 807 7300
- CLOSING DATE** : 19 April 2022, 12 noon
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Copies of qualifications, ID and a valid driver's license (where required), must be attached. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license before or on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical 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 managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. Success candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. 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

**OTHER POSTS**

- POST 12/163** : **RESERVE MANAGER (CONTROL BIODIVERSITY OFFICER GRADE A)**  
**REF: AERL/03/04/01**
- SALARY** : R502 647. per annum
- CENTRE** : Goegap Nature Reserve (Springbok)
- REQUIREMENTS** : A National Higher Diploma in Nature Conservation or equivalent biodiversity management qualification and at least six (6) years' experience in the biodiversity field, with emphasis on protected area management. Computer literacy and a valid code EB driver's license is also a minimum requirement for appointment.
- DUTIES** : The incumbent will be responsible to: Manage the infrastructure on the reserve to ensure the functional utilisation, maintenance and development thereof and to preserve the biodiversity of the nature reserve to ensure the continued livelihood thereof which would include the development and implementation of a management plan. Assist with environmental education to promote environmental awareness and support tourism activities. Manage risk and security aspects on the reserve. Manage internal and external relationships with all interested and affected stakeholders to the reserve. Perform and manage administration and related functions.
- ENQUIRIES** : Mr. D Badenhorst – Tel. (053) 807 7425 Cell. (082) 4403211 or E-mail: [pamncncncs@gmail.com](mailto:pamncncncs@gmail.com)

**POST 12/164** : **FIELD RANGERS REF NO: AERL/03/04/02 (4 POSTS)**

**SALARY** : R147 459 per annum

**CENTRE** : Gamsberg Nature Reserve (Aggeneys)

**REQUIREMENTS** : A grade 10 Certificate and a Code EB driver's license are the minimum requirements for appointment. Computer literacy will be an added advantage. After appointment the EMI course must be completed within probation period with designation as a Grade 5 EMI official.

**DUTIES** : The incumbent will be responsible to assist with the: Protection of the reserve and its natural environmental resources; implementation of monitoring programmes for ecological processes, systems and biodiversity represented in Gamsberg Nature Reserve; monitoring and controlling recreational activities; communicating with visitors and the general public to promote the value of Gamsberg Nature Reserve; and performing administrative and related functions.

**ENQUIRIES** : Ms. M Jonk Tel. (027) 7189906 Cell. (082) 7294177 or E-mail: [maxiejonk@gmail.com](mailto:maxiejonk@gmail.com)

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 22 April 2022
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department, and must include copies of qualifications including senior certificate, Identity document and driver's license (where appropriate), a comprehensive CV with three contactable referees and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR 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. Failure to submit the requested documents will result in your application not being considered and incomplete application will be disqualified (NB: All fields of the new Z83 form are compulsory). Late, faxed and e-mailed applications will not be considered. The successful candidates for the below positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position. Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions.

**MANAGEMENT ECHELON**

- POST 12/165** : **PRINCIPAL STATE LAW ADVISOR: LP10 SPECIALIST LITIGATION REF NO: NWP/OOP/2022/16**  
(Re-Advert)  
Job Purpose: To provide and coordinate sound litigation, legislation and legal services in the provincial departments and the Office of the Premier.
- SALARY CENTRE REQUIREMENTS** : R1 304 436 - R1 979 127 per annum (OSD all-inclusive package)  
Mmabatho  
LLB / B Proc. At least 10 years' appropriate post qualification Legislation/ Litigation/ Advisory experience Admittance as an Attorney or Advocate. Experience in Public Service will be an added advantage Knowledge, Skills and Competencies: Display an extensive, in depth knowledge of a particular subject. Conduct research that will provide information and case law relevant to a specialised matter and present an opinion on how the specific case should be approached to obtain a desirable / justifiable outcome / result. Display in-depth knowledge to draft legal documents that pertain to a specialised field of law that motivates/ justifies a particular position pertaining to the case, also indicating the approach to be followed to ensure success in this regard. Display a superior knowledge and ability to conduct dispute resolutions in specialised fields of law and make awards and provide advice and guidance that is legally justifiable. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible course of action with reference to the client's instructions and legal entitlements pertaining to a specialised field of law. Document the advice given. Knowledge of Public service Act, Knowledge of Public service Regulations, Knowledge of Labour

Relations, Knowledge of the PFMA, Knowledge of Public Finance Regulations, Knowledge of the Constitution, Knowledge of the State Attorney Act, and Knowledge of the Promotion of Admin Justice Act. Good Communications skills, Problem solving skills, Report writing skills, Computer skills, Coordination, Planning and Organizing Skills

**DUTIES** : The management of litigation support services, constitutionally sound legislation, provision of legal opinions and general legal advice. The performance of coordinating and evaluating and intervention in legal advisory services.

**ENQUIRIES** : Mr. GOB Ratshekana Tel No: 018 388 3058

#### **OTHER POSTS**

**POST 12/166** : **DEPUTY DIRECTOR: IT PLANNING AND ENTERPRISE ARCHITECTURE REF NO: NWP/OOP/17**

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

**CENTRE** : Mmabatho

**REQUIREMENTS** : A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology planning of which three (3) years must be at junior management level. Knowledge: Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5 and ICT International best practices. Skills: Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.

**DUTIES** : Development, coordinate implementation and monitoring of strategic and tactical IT plan in the North West Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the North West Provincial Administration. Coordinate and Consolidate reports. Management of staff.

**ENQUIRIES** : Mr. C.C. Gabriel, Tel: (018) 388 4032

**POST 12/167** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NWP/OOP/2022/18**

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

**CENTRE** : Mmabatho

**REQUIREMENTS** : A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology security of which three (3) years must be at junior management level. Knowledge: ICT Security standards, Network security, Checkpoint Firewall, Resource Access Control Facility and end point security management. Network penetration testing and techniques. Skills: Expertise in anti-virus, intrusion detection, firewalls and content filtering tools. Vulnerability and risk assessments. Report writing skills, Problem solving skills and Interpersonal relationship skills. Advanced Computer literacy in Excel, Word, Power point.

**DUTIES** : Develop, monitor and evaluate ICT security policies, plans and ICT security mechanisms. The identification, classification, monitoring and assurance of ICT security information assets. Identify and mitigate network vulnerabilities. Understanding business impact of patch management with the ability to deploy patches in a timely manner. Oversee ICT Security risk assessment and awareness programmes in Provincial Government Departments. Management of staff.

**ENQUIRIES** : Mr. M.D.A Matshidiso Tel No: (018) 388 4145

**POST 12/168** : **DEPUTY DIRECTOR: WOMEN AND CHILDREN COORDINATION AND MONITORING PROGRAMME REF NO: NWP/OOP/2022/19**

Job Purpose: To coordinate and monitor the implementation of gender equality and women socio-economic empowerment policies, frameworks and programmes across all levels of government in the Province.

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

**CENTRE** : Mmabatho

**REQUIREMENTS** : 3 year appropriate tertiary qualification at NQF Level 6 or equivalent qualification in Social Sciences, Public Management/Governance, Developmental Studies((NQF level and credits). 6-7 years' experience of which 3 years must be at junior management level. A valid driver's licence. Knowledge, Skills and Competencies. Knowledge of main policy frameworks on gender related matters/issues, legal prescripts governing the public service.



- Information Management, Monitoring & Evaluation Knowledge, Policy Development Knowledge and Personnel Management Knowledge. Computer literacy skills in Excel, Word, PowerPoint, Report writing skills, Communication Skills, Planning & Management Skills, Decision making skills, and Financial Management Skills. Ability to work and engage stakeholders at various levels and to work under pressure.
- DUTIES** : Coordinate the development of the Provincial Program of Plan of Action on Socio-economic Empowerment of Women. Analyse Departmental Annual Performance Plans to ensure gender mainstreaming. Monitor and assess the performance of sectors against the Provincial Program of Action. Compile and submit quarterly analytical reports on the overall provincial performance on gender mainstreaming. Coordinate the Provincial Gender-based Forum and other gender-related sector structures in the province. Liaise with national departments regarding gender-mainstreaming matters. Coordinate gender-based advocacy programs.
- ENQUIRIES** : MS. CN Modise Tel: 018 388 5078
- POST 12/169** : **DEPUTY DIRECTOR: COORDINATION OF DISABILITY RIGHTS REF NO: NWP/OOP/2022/20**  
 Job Purpose: To coordinate and monitor the implementation of the White Paper on the Rights of Persons with Disability for integrated services to persons with disability across all levels of government in the Province
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11) (all-inclusive package)  
 : Mmabatho  
 : 3 year appropriate tertiary qualification at NQF level 6 or equivalent qualification in Social Sciences, Public Management /Governance, Developmental Studies (NQF level and credits). 6-7 years' experience of which 3 years must be at junior management level. Valid Driver's License Knowledge, Skills and Competencies: Knowledge of Disability Rights Policies, International Disability Rights Legal Instruments, Employment Equity Policies, Economic Empowerment Policies as well as legal prescripts governing the public service. Information Management, Monitoring & Evaluation Knowledge, Policy Development Knowledge and Personnel Management Knowledge. Computer literacy skills in Excel, Word, and PowerPoint. Reporting writing skills. Organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines
- DUTIES** : Coordinate the development of the Provincial Program of Action on the White Paper on the Rights of Persons with Disability. Analyse Departmental Annual Performance Plan to ensure mainstreaming of the rights of persons with disability. Monitor and assess the performance of sectors against the Provincial Program of Action. Compile and submit quarterly analytical reports on the overall provincial performance on persons with disability rights. Coordinate the Provincial Disability-based Forum and other persons with disability sector structures in the province. Liaise with national departments on the rights of persons with disability matters. Coordinate persons with disability rights advocacy programs.
- ENQUIRIES** : MS. CN Modise Tel: 018 388 5078
- POST 12/170** : **SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2022/21**  
 Job Purpose: To provide and monitor storage backup environment in the NWPG
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
 : Mmabatho  
 : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology, Infrastructure technologies, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good Communication skills, Good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation

**DUTIES** : To render mainframe operations and storage environment. Provide salary reports and documents distribution. Rendering of system availability. Implementation of procedures to improve mainframe performance. The provision of backup and restores.

**ENQUIRIES** : Mr. M.D.A Matshidiso Tel: (018) 388 4145

**POST 12/171** : **REPORTER: PUBLICATION REF NO: NWP/OOP/2022/22**  
Job Purpose: To inform and report effectively and efficiently to communities about programmes, activities and policies of government

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year diploma/degree or NQF level 6 equivalent in communication, Journalism or media studies (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Computer literacy, Print and Social Media and Current Affairs awareness. Journalistic writing skills, Computer skills, Investigative and reporting skills, News gathering and interview skills

**DUTIES** : Promote access to government communication. Gather information, searching public records and other sources. Maintaining relations with a specific entity like the press, the government, communities or public sector. Writing marketing communications material. Coordinate the implementation of the communication strategy.

**ENQUIRIES** : Mr. V.P Ngesi Tel No: (018) 388 4212

**POST 12/172** : **SENIOR PROGRAMMER REF NO: NWP/OOP/2022/23 (X 2 POSTS)**  
Job Purpose: To develop, support and provide maintenance for applications

**SALARY** : R261 372. per annum (Level 7)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at (NQF level 6 and Credits) or equivalent. 2-3 years' experience applicable to relevant field. Knowledge, Skills and Competencies: Advanced web sites and web-based application systems design. Proficient in the use of web tools. Ability to work independently and under pressure. Problem and Incident management experience and knowledge. Business communication. Process modelling. Knowledge and skills in Public Service. Database querying and C#, ASP.net, HTML, CSS, Java script, programming SQL server database, SharePoint and project management Knowledge of MS Office Suite. Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills. Excellent interpersonal, communications

**DUTIES** : Transform Business Functional Requirements. Conduct Post Implementation Reviews. Provide support in the development of detailed specifications documents. Provision of support to users in selecting appropriate technical solutions. Execute ICT Project and Programmes – Program Changes

**ENQUIRIES** : Ms. B.V Bantsijang Tel: (018) 388 561

**POST 12/173** : **HARDWARE TECHNICIAN REF NO: NWP/OOP/2022/24 (X2 POSTS)**  
Job Purpose: To offer day to day ICT technical support to all users of NWPG

**SALARY** : R261 372 per annum (Level 7)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft and Novell. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation.

**DUTIES** : Support the provincial network infrastructure. Implementation of software, configuration and network changes (Release Management). Support the

desktop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices  
Mr T.T Lesebane Tel No: (018) 388 4161

**ENQUIRIES**

:

**PUBLIC WORKS AND ROADS**

***This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured Males and Females, in the Department through the filling of this post's. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.***

**APPLICATIONS**

:

All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.

**FOR ATTENTION**

:

HR Recruitment - Mr. M.E Khauoe.

**CLOSING DATE**

:

19 April 2022 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)

**NOTE**

:

Applications must be submitted by using New Amended Z83 Form (81/971431) as prescribed, all fields must be fully completed and compulsory to be signed, initialed and dated, to be considered, and is obtainable from any National or Provincial Departments, www.gov.za. A new Z83 form should be accompanied by the following required documents: ID copy, required qualifications, and comprehensive curriculum vitae with competencies – experience and with full names, addresses and telephone numbers of at least three names of contactable referees. All positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Applicants need not submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. All qualifications will be verified. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority, and must furnish this Department with an evaluation certificate. Candidates must indicate the post; center and reference number on the applications. Faxed and Emailed applications will not be accepted. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. The successful candidate(s) for the above position(s) will be required to undergo personnel suitability checks, will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. The applicant previous employment background checks/reference checks will be verified through contactable referees. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised posts must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

**OTHER POSTS**

**POST 12/174**

:

**DEPUTY DIRECTOR: BUDGET CONTROL REF NO: H/O 01/2022**

**SALARY**

:

R744 255 per annum (Level 11)(all-inclusive remuneration package)

**CENTRE**

:

Head Office - Mahikeng

**REQUIREMENTS**

:

Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification (NQF 06) in Financial Management/Economics. Three 3- five (5) years relevant experience of which five (5) years must be in Management Accounting and of which three (3) years is at supervisory/management (Assistant Director) level. A valid driver's license. Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies

and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, Client orientated and customer focused, Solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES** : Manage the departmental management accounting, Develop; review and implement financial management systems, Procedures on planning, Budgeting and reporting. This entails managing the functions of financial planning, budgeting and Reporting, Analyses and quality assure the budget preparation process, Manage Infrastructure grants budget, Manage cash flow management. Provide advice and guidance to role players on the use of forecasting methods and tools, Undertake financial planning, budgeting and reporting work as required, Manage the roll-over, Adjustment estimates and virement processes, Prepare Appropriation statements. Compile monthly, quarterly and annual reports. Manage human resource and financial resource. Supervision of employees to ensure effective financial management services.

**ENQUIRIES** : Mr M.J Madienyane Tel No: (018) 388 1441

**POST 12/175** : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND HOUSING REF NO: H/O 03/2022**

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification National Diploma or Bachelor's degree in property management or equivalent qualification backed by practical hands-on experience. Minimum two (2) – three (3) years relevant work experience of which two (2) years at a supervisory level in the management of residential properties at national, provincial or local sphere of government including private sector. A valid driver's license. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to Property or Facilities Management i.e. Government Immovable Asset Management Act (GIAMA), In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations, Exposure to contract negotiations and administration. Skills: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills, High level of computer literacy. Personal Attributes: Proactive and analytical skills, Problem solving skills, Interpersonal relations management, Preparedness to travel extensively. The incumbent must be assertive and self-driven, innovative and creative, Client orientated and customer focused, Ability to work independently and under pressure towards predetermined deadlines, Ability to maintain high levels of confidentiality.

**DUTIES** : Managing the provision of state owned residential properties and update data base. Managing the allocations and facilitating securing of leased premises and their contents, and make sure that the premises are habitable. Liaising with Directorate Legal support services and represents the Department in the Housing Tribunal. Office Administration. Personnel Management and administration of the unit. Ensure compliance with policies and procedures, Liaise with customers, stakeholders and suppliers, Compile monthly, quarterly and annual reports. Manage the performance of the unit and supervise staff within the unit.

**ENQUIRIES** : Mr. Jabulani Mathabela Tel: (018) 388 4632

**POST 12/176** : **ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: H/O 02/2022**

**SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification an appropriate recognized National Diploma/Bachelor's degree in Financial Management. Minimum of two (2) - three (3) years relevant experience in financial management and reporting of which two (2) years as a

supervisory level. A valid driver's license. Knowledge: Basic Accounting System (BAS) and Walker system, In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, DORA, Treasury Regulations and its application, Policies for the Expanded Public Works Programme and the National Youth Services, Departmental SCM policies and regulations, Working knowledge of the Basic Accounting System. Skills: Report writing skills, Numerical accuracy, Good interpersonal & communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Sound accounting skills, Presentation and report writing, Analytical and problem solving skills, Good organizational and planning skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, Client orientated and customer focused, Ability to work independently and under pressure towards predetermined deadlines, Ability to maintain high levels of confidentiality.

**DUTIES** : Assist with the preparation of the In-Year Monitoring Report, Assist with the preparation of the Adjustment Estimate, Correction of expenditure and revenue misallocations, Assist with the preparation of financial reports to management as well as reports to Provincial Treasury and the Legislature, Management of the cash flow management database, Analyze and quality assures the budget preparation process, Manage the Extended Public Works Programme (EPWP) incentive grand budget, Budget maintenance on the Basic Accounting System (BAS), Assist with the preparation of the Appropriation Statement and final virements for the Annual Financial Statements, Prepare and submit financial reports as per proper financial management system, Ensure compliance with policies and procedures, Liaise with customers, stakeholders and suppliers, Supervisor employees to ensure effective financial management services. Compile monthly, quarterly and annual reports. Manage human resource and supervision of employees to ensure effective financial management services.

**ENQUIRIES** : Mr. M.J Madienyane Tel No: (018) 388 1441

**POST 12/177** : **ASSISTANT DIRECTOR - ORGANISATIONAL STRUCTURING AND JOB DESIGN REF NO: H/O 05/2022**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)  
 : Head Office - Mahikeng  
 : Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification Bachelor's degree or National Diploma in Management Services/Operations Management/Production Management/Industrial Organisational Psychology/Human Resource Management. Work Study and Job Evaluation Certificates will be an added advantage. Minimum of two (2) – three (3) year's relevant experience in Organisational Development and Job Evaluation environment of which two (2) years should be at supervisory level. A valid driver's license. Knowledge: Knowledge of Organisational Development, the Public service Act and Public Service Regulations, Ministerial Directives and government transformation imperatives, Knowledge of Operations Management Framework, Job Evaluation system, Job Description guide, Core, HR policies and Prescripts, Work-study techniques. Skills: Good Communication skills; Computer literate; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.

**DUTIES** : Coordinate the development and implementation of the organizational structure. Coordinate and ensure the development of job descriptions. Provide job evaluation services and implementation of Ministerial directives on job grading. Coordinate and ensure the development of standard Operating procedures and business process mapping. Conduct work study investigations. Provide change management and service delivery mechanisms. Manage the performance and development of the unit.

**ENQUIRIES** : Ms. B.L. Nkopo Tel No: (018) 388 4250

**POST 12/178** : **SENIOR ADMIN OFFICER: RATES & TAXES REF NO: H/O 04/2022**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 8)  
 : Head Office - Mahikeng  
 : Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification National Diploma/Bachelor's degree in one of the

following: Real Estate, Property Studies, Local Government, Public Management, Public Finance, Accounting / Financial Management or any equivalent qualification backed by practical hands-on experience. Minimum of two (2) – three (3) years' relevant experience in property management environment within the public service (national, provincial & local government) involving the payment of rates and taxes management of which two (2) years at a supervisory level. A valid driver's license. Knowledge: Understanding of all applicable legislation. Municipal Property Rates Act of 2004 (MPRA), Municipal Financial Management Act (MFMA), Municipal Systems Act (MSA), Government Immovable Asset Management Act (GIAMA), Departmental SCM policies and regulations, Exposure to contract negotiations and administration. Skills: Good communication skills (written & verbal) and negotiations skills with stakeholders, A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills, Personal Attributes: Problem solving skills, Interpersonal relations management, Preparedness to travel extensively, Client orientated and customer focused, Ability to work independently and under pressure towards predetermined deadlines, Ability to maintain high levels of confidentiality.

**DUTIES**

: Receiving invoices from municipalities and handle reconciliation of municipal accounts. Preparation of property rates payment schedules before payment process. Provide municipalities with remittances and liaising with municipalities on outstanding queries. Conduct visits to municipalities for collection of invoices where there is a delay. Conduct regular visits to municipalities for allocation of accounts. Prepare both monthly, quarterly expenditure reports and comprehensive report. Filling of invoices and other documents for record and audit purposes. Arrange meetings with municipalities, attend meetings, take minutes and provide feedback. Provide general office and administrative work and supervise staff within the Unit.

**ENQUIRIES**

: Ms. N. Nthutang Tel: (018) 388 4595

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

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

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

**OTHER POSTS**

**POST 12/179** : **DEPUTY DIRECTOR: COMPREHENSIVE HEALTH**  
Chief Directorate: Metro Health Services

**SALARY** : R882 042 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Southern/Western Sub-structure 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 relevant experience in the Health Sector. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge of the District Health Services (DHS) and Health Programmes Policies. Good interpersonal, collaborative and leadership skills. Strong understanding of Financial Management environment, audit, compliance and legislation in Public Sector. Insight to NPO partner environment. Health Service-related contract management. Solid data management, analysis and interpretation abilities. Computer literate.

**DUTIES** : (key result areas/outputs): Policy co-ordination, implementation, support and evaluation across priority health services. Support strengthening and development of DHS and community -orientated primary care through relevant policy implementation, co-ordination and evaluation within SW Service Platform. Facilitate, support and coordinate Facility Based Health Services inclusive of PHC Clinics, District and TB Hospitals. Support and plan community-based services. Overall management of finances and human resources within the Comprehensive Health Component within the Southern/Western Sub-structure. Manage the implementation of continuous quality improvement and quality assurance initiatives and programs.

**ENQUIRIES** : Dr KE Grammer, Tel No: (021) 202-0902

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

**CLOSING DATE** : 22 April 2022

**POST 12/180** : **OPERATIONAL MANAGER NURSING: (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY** : R571 242 per annum (PN-B2)

**CENTRE** : Kannland Sub-district, Calitzdorp CC

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge

		of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, PowerPoint and emails.)
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service.
<b><u>ENQUIRIES</u></b>	:	Ms S Labuschagne, Tel No: (028) 551-1010
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 12/181</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: (SPECIALITY: PAEDIATRICS)</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum (PN-A2)
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Basic R425 qualifications (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General 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: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. 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. Relief for the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Services as an Operational Manager in a Paediatric ward setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the units. Initiate, co-ordinate and participate in training, development and research within the nursing department. Relief colleagues when needed. Relief supervisor. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms E Linden-Mars, Tel No: (021) 918-1224
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 12/182</u></b>	:	<b><u>THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME CO-ORDINATOR GRADE 1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R473 112 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital



<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirement of the job: Willingness to perform after-hour duties and being on call. Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of PACS / RIS Systems and applicable international standards (DICOM, IHE, HL7). Ability to work under pressure, independently, in a team context and training all categories of staff. Basic knowledge of Information Technology, Patient confidentiality, medico-legal risks and knowledge of Medical Imaging modalities and workflow. Relevant experience in Information Technology or Picture Archiving and Communication Systems (PACS).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Control and participate in delivering optimal diagnostic imaging service. Manage and support all technical aspects of PACS/RIS. Monitor the effective and efficient functioning of PACS/RIS within the imaging department. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. An efficient and effective support service to the PACS/RIS Administrator, Provincial Radiographic PACS/RIS co-ordinator and other digital Radiographic departments within your geographical area w.r.t. PACS/RIS services.
<b><u>ENQUIRIES</u></b>	:	Ms N Behardien Peters/Dr S Moosa, Tel No: (021) 404-4187
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 12/183</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: ARV)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R450 939 per annum (PN-A5)
<b><u>CENTRE</u></b>	:	Elsies River CHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: 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. Experience: A minimum of 7 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice with the Public Service Disciplinary and conflict management skills. Experience in working in an ARV/HIV setting. Computer literacy (MS Word and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Supervise the unit and ensure proper utilisation of physical, human and financial resource in accordance with legislation and policies. Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives. Effective information management and reporting for the unit in conjunction with stakeholders. Participate in health promotion initiatives, HAST audits and contribute to their evaluation and improvement plans. Effective operational management at clinic level, including competence to work clinically in the unit as required. Professional development, i.e., assessing, in service training needs, planning implementation of the training programme.
<b><u>ENQUIRIES</u></b>	:	Mr T Abrahams Tel No: (021) 931 0211
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 12/184</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCES DEVELOPMENT</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital
	:	Minimum educational qualifications: Matric (or equivalent) with appropriate experience in the field of Human Resource Development. Experience: Appropriate experience in the Human Resource Development field. Competencies (knowledge/skills): Knowledge of Human Resources Development Legislation and Policies and sufficient understanding of Human Resources Development function. Advanced computer literacy in Microsoft Office applications (Word, Excel, Access and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Proven supervising skills and Good interpersonal skills and diversity skills. Ability to interpret HRD regulations and policies, function as a team player, with or without supervision and function under stressful environment and cope with heavy workload.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Co-ordinate skills programmes such as Learnerships, internships, adult Training and education, job shadowing, Artisan Development as well as co-ordinating the experiential learning programme. Conduct needs analysis of all staff in preparation for the compilation of the Workplace Skills Plan. Assist in developing systems in training and development. Supervise Human Resources staff. Coordinate Public Service Induction, Compulsory induction programme and orientation programme. Draft a sound training calendar for the Hospital as well as soliciting services of reputable training providers through supply chain processes as well as Draft monthly, quarterly, and annual reports on training implemented. Assist in the development of relevant Human Resource Development policies and regulations. Monitor and evaluate the effectiveness of training interventions through Return-on-Investment reports. Coordinate implement HRD Systems, Workplace Skills Plan, Bursary Systems etc. Facilitate in-house soft skills programmes as well as co-ordinating the recognition of prior learning programme. Coordinate wellness programmes and its implementations.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Mrs Z Tshiki, Tel No: (021) 938-4274
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post.
	:	22 April 2022
<b><u>POST 12/185</u></b>	:	<b><u>MEDICAL TECHNOLOGIST GRADE 2 TO 3 (HEPATOLOGY) (5/8TH POSITION)</u></b>
<b><u>SALARY</u></b>	:	Grade 2: R236 502 per annum Grade 3: R278 595 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent knowledge and skills in biochemistry, molecular biology and genetics methodologies associated with running a diagnostic genetic and biochemistry laboratory focussing on liver diseases and the porphyrias. E.g. spectrophotometry, fluorimetry, organic extraction, ion-exchange chromatography, HPLC, DNA isolation, PCR, restriction enzyme digestion and sequencing. Excellent knowledge, use and maintenance of laboratory equipment and processes required for spectrophotometric, HPLC and DNA/gene and PCR work. Excellent knowledge related to diagnostic laboratory reporting (verbal and written), record keeping and database management. Excellent interpersonal skills, good communication analytical and problem-solving skills.

**DUTIES** : (key result areas/outputs): Run and perform the laboratory work associated with the biochemical screening and gene testing facility of the porphyria and liver diagnostic laboratory and report to Director of the Laboratory, and Head of Division of Hepatology. Carry out development of better techniques and analysis, and new tests, for the diagnosis of the porphyrias, liver disease and investigation of new gene mutations associated with porphyria, iron overload (HFE) or autoimmune and viral hepatitis. Communicate lab results to relevant parties and to maintain the porphyria and liver patient (and laboratory results) database as a critical component of the specialist laboratory service underpinning clinical care in the Division of Hepatology at Groote Schuur Hospital (and related and referring doctors and facilities).

**ENQUIRIES APPLICATION** : Prof W Spearman, Tel No: (021) 404-5228

**NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
22 April 2022

**POST 12/186** : **ARTISAN PRODUCTION: GRADE A TO C (FIRE PROTECTION AND ALARM)**

**SALARY** : Grade A: R193 512 per annum  
Grade B: R227 943 per annum  
Grade C: R266 109 per annum

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley

Minimum educational qualifications: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Current Registration in the Field of Fire Prevention with the South African Qualification Control Council in accordance with SABS. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Learn and comply with in-house systems and procedures.

**DUTIES** : (key result areas/outputs): Provide strategic planning for the Division and all Firefighting equipment, maintenance under the estate's control. Complete and return repair requisitions on the Requisition Data Base and assist in ordering and controlling the workshop, materials and tools. Assist Supervisor with specifications and attendance of site meetings. Keep record of all repairs and perform the necessary administrative functions. Handle all telephonic queries to and from departments within the workshop and hospital. Liaise with all relevant personnel in ensuring Tygerberg Hospital is within regulations and with service providers, agents to negotiate quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.

**ENQUIRIES APPLICATION** : Dr S Moeti, Tel No: (021) 938-5615

**NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
22 April 2022

**POST 12/187** : **ADMINISTRATION CLERK: ADMISSIONS**  
Overberg District

**SALARY** : R176 310 per annum

**CENTRE** : Otto du Plessis Hospital, Cape Agulhas Sub-district

**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) and data capturing. Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom /Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Reception, Registry

and Records Management skills. Knowledge of Leave policy, Finance/Supply Chain policies and applicable Public Service prescripts.

**DUTIES** : (key result areas/outputs): Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders Effective assistance and support to supervisor, colleagues and other institutions.

**ENQUIRIES** : Ms S Laubscher Tel No: (028) 424-1167

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

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

**CLOSING DATE** : 22 April 2022

**POST 12/188** : **ADMINISTRATION CLERK: SUPPORT (TRANSPORT)**  
West Coast District

**SALARY** : R176 310 per annum

**CENTRE** : Saldanha PHC

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Incumbent must have a valid (Code B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Knowledge of Treasury Instructions and Transport prescripts or policies. Organising and planning skills. Knowledge of the PFMA. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Manage transport duties effectively. Submit log sheets to State garage, co-ordinate transport between Vredenburg Hospital, clinics, District office in Malmesbury and Cape Town. Perform as loss control officer, organized transport and complete reports. Ensure maintenance of vehicles, ensure that all admin duties are co-ordinate effectively. Assist with effective control of assets and equipment, responsible for the utilization of vehicles in accordance with traffic regulations. Complete vehicle inspection prior to each trip in accordance with prescripts and report discrepancies immediately, assist with relieve duties and apply principles of Batho Pele and the core values of the Department of Health.

**ENQUIRIES** : Mr A van Vuuren, Tel No: (022) 709-5096

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 practical test.

**CLOSING DATE** : 22 April 2022

**POST 12/189** : **FOOD SERVICE SUPERVISOR**  
Cape Winelands Health District

**SALARY** : R147 459 per annum

**CENTRE** : Montagu Hospital, Langeberg Sub District

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate foodservice experience in an Industrial foodservice unit, within a Health Institution. Appropriate supervisory experience. Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Valid (Code B/EB) driver's licence.. Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western-Cape and Computer literate in Microsoft office. Knowledge and skills with regards to the operational procedures in an Industrial Food Service Unit, as well as a Milk Kitchen. Knowledge of hygiene, occupational health, HACCP and safety principles. The incumbent must be able to work according to rules and standards and meet deadlines.

**DUTIES** : (key result areas/outputs): Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food, supplements, tube feeds and bottle-feeds. Communicate any feedback from staff, patients and/or ward staff to the food service manager. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement the food service financial management system, to ensure the food expenditure remains within the

		budget. Compile of duty rosters and HR relative matters. Effective utilisation and supervision of food service team, by means of allocating tasks and co-ordinating work schedules.
<b><u>ENQUIRIES</u></b>	:	Mr GA Petersen, Tel No: (023) 626-8551, Email: <a href="mailto:Graham.Petersen@westerncape.gov.za">Graham.Petersen@westerncape.gov.za</a>
<b><u>APPLICATION</u></b>	:	The Manager: Medical Services, Robertson Hospital, Private Bag X617, Robertson 6705.
<b><u>FOR ATTENTION</u></b>	:	Ms TM Padiachy
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 12/190</u></b>	:	<b><u>TRADESMAN AID (2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R124 434 per annum
<b><u>CENTRE</u></b>	:	Helderberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the maintenance field which includes painting and/or plumbing. Inherent requirements of the job: Willingness to work overtime. Physically able to perform the duties required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials. The ability to read, write and converse in at least two of the three official languages of the Western Cape. Ability to handle tools, parts and materials.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Strict adherence to the Occupational Health and Safety Act. Assist Handyman/Artisans in the performance of their duties. Exercise control over tools, equipment and materials. Clear areas where work has been carried out.
<b><u>ENQUIRIES</u></b>	:	Mr C Walters, Tel No: (021) 850 4709
<b><u>APPLICATION</u></b>	:	The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129
<b><u>FOR ATTENTION</u></b>	:	Ms JL Julies
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Interns appointed in terms of the Assistant to Artisans (ATAS) are invited to apply.
<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>POST 12/191</u></b>	:	<b><u>HOUSEHOLD AID</u></b> (Garden Route District)
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Riversdale Hospital (Hessequa Sub- district)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate general housekeeping and cleaning experience. Inherent requirements of the job: Provide general housekeeping and cleaning services. Handling and segregation of household and medical waste. Ability to perform physical tasks, e.g. utilization of cleaning equipment, handling of food trollies, etc. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to adhere to hygiene standards. Understanding of segregation of household and medical waste. Ability to work in team context. Good interpersonal relationships.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Perform routine cleaning services for the maintenance of high-quality hygiene and tidiness in and around the working environment. Effective utilisation of cleaning materials, equipment and stock to provide a safe environment to prevent safety hazards. Support supervisors and unit functions.
<b><u>ENQUIRIES</u></b>	:	Mr P Moolman Tel No: (028) 713 8640/ 43
<b><u>APPLICATION</u></b>	:	The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 April 2022