



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 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.

AMENDMENT

: **PROVINCIAL ADMINISTRATION: NORTHERN CAPE: DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFOM:** Kindly note that the following X2 Posts were advertised in Public Service Vacancy Circular 16 dated 06 May 2022, The Requirements have been amended as follows (1) Director: Supply Chain Management with Ref No: DAERL/05/01/22; No appointment shall be finalized without the

relevant candidate producing the pre-entry certificate for SMS.(2) The Job Title have been changed to Assistant Director: Financial Accounting with Ref No: DAERL/05/13/22; The closing date have been extended to 27 May 2022. And Kindly note that the following post were advertised in the Public Service Vacancy Circular 16 dated 06 May 2022, Assistant Director: Transport Management with Ref No: DAERL/05/10/22, the post have been withdrawn.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 27 May 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 were 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.

ERRATUM: Kindly note that following positions referred to below, advertised in the Public Service Vacancy Circular 14 dated 22 April 2022 has reference. The closing date has been extended to 20 May 2022 for the following positions of Registrar of Deeds (King Williams Town) with Ref No: 3/2/1/2022/093, Registrar of Deeds (Limpopo) with Ref No: 3/2/1/2022/094, Deputy Registrar of Deeds: Examination, Executive and Deeds Training (Bloemfontein) with Ref No: 3/2/1/2022/091, Deputy Registrar of Deeds: Examination, Executive and Deeds Training (Pietermaritzburg) with Ref No: 3/2/1/2022/089, Deputy Registrar of Deeds: Examination, Executive and Deeds Training (Kimberley) with Ref No: 3/2/1/2022/090, Deputy Registrar of Deeds: Registration and Information Services (King Williams Town) with Ref No: 3/2/1/2022/092, Director: Quality Assurance with Ref No: 3/2/1/2022/088. The Centre has been amended for the following post Control Resource Auditor Ref No: 3/2/1/2022/076 to Pretoria and the closing date has been extended to 16 May 2022. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 17/01 : **CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/2/1/2022/175**
Chief Directorate: Provincial Office

SALARY : R1 269 951 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE
REQUIREMENTS**

: Free State
:
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures, and processes. Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills. Good problem-solving skills. Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.

DUTIES

:
: Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme. Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation.

		Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.
<u>ENQUIRIES</u>	:	Mr T Mashoai Tel No: (053) 830 4000
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	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/training-course/sms-pre-entry-programme/ . Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (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. 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 and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.
<u>POST 17/02</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/2/1/2022/176</u> Chief Directorate: Provincial Office
<u>SALARY</u>	:	R1 269 951 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Limpopo
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures, and processes. Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills. Good problem-solving skills. Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.
<u>DUTIES</u>	:	Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme.

Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.

ENQUIRIES
APPLICATIONS

: Mr T Mashoai Tel No: (053) 830 4000
 : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

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will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 17/03** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2022/182 (X2 POSTS)**
Directorate: Legal Support: Mpumalanga
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mbombela
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and appropriate LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Post-qualification experience in court litigation. Admission as an Attorney or Advocate of the High Court of South Africa. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of SA law, in particular land reform laws. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Act. Check research report e.g. Rule 3, Rule 5 and non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representations by landowners. Check Gazette Notices. Check valuation analysis and offers to both claimants and landowners. Check section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of section 42E expropriation. Attend to service of the Notice of possible expropriation. Attend to receive and peruse the representations by landowners in response to the Notice of possible expropriation. Check second draft of section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Associations (CPA) 1 to CPA 8 and CPA constitution. Check Deed of Trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. notice of motions for interdicts, reviews, application to compel, Summons, and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claims Commissioner. Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress in cases to the Chief Land Claims Commissioner regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State

Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stake holders e.g Attorneys, Companies, Claimants e.t.c. Draft settlement agreement e.g financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to state attorney for transfer and pay the balance. Issue instruction to state attorney inclusive of section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data and provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

- ENQUIRIES** : Mr E Senosha Tel No: (013) 754 8043
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/04** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2022/181**
Directorate: Restitution Finance and Supply Chain Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 and a Bachelor's Degree or National Diploma in Supply Chain Management / Purchasing Management / Logistics / Financial Management. 3 - 5 years' relevant experience at a supervisory level in the Supply Chain Management environment. Job related knowledge: Public Finance Management Act. Supply Chain Management Framework. Treasury Regulations. Broad Based Black Economic Empowerment. Logistic Information System (LOGIS). Basic Accounting System (BAS). Asset Register System (BAUD). Job related skills: Leadership skills. Management skills. Computer skills. Project management skills. A valid driver's licence.
- DUTIES** : Manage the demand and procurement plan process. Manage the inputs and consolidation of the demand management and procurement plan. Manage the review and implementation of the demand management plan (DMP). Manage acquisition of goods and services. Ensure that goods and services are procured in line with DMP. Manage bid process in line with prescripts and policies. Manage logistics process. Ensure that the procurement system is correctly implemented and managed. Manage supplier appointment process. Manage and control contract management. Ensure that invoices are paid within 30 days. Manage reporting as per policy requirements. Ensure the implementation of asset management policies and systems. Update and circulate policies. Manage and control the assets of the Restitution National Office. Manage auxiliary functions in the National Office. Manage all facility and security functions for National Office. Manage transport functions for National Office.
- ENQUIRIES** : Mr S Phala Tel No: (012) 407 4452
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/05** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (EXPENDITURE UNIT) REF NO: 3/2/1/2022/180**
Directorate: Restitution Finance and Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Cost and Management Accounting / Financial Management. 3 - 5 years working experience in financial management environment. Job related knowledge: Policies, Procedures and Prescripts. Financial systems including Personnel and Salary Administration (PERSAL) and Basic Accounting System (BAS). Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Budget and reporting procedures. Job related skills: Financial management skills, Supervisory skills, Communication skills (written and verbal) and Computer literacy. A valid driver's licence.
- DUTIES** : Budget control and co-ordination. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) processes. Ensure that the appropriated budget of the Branch is correctly allocated to the relevant responsibilities / cost centres. Re-align the budget in line with the operational needs of the Branch. Manage the funds shift process. Management of Restitution households and current payment. Ensure compliance to internal and external financial prescripts in processing payments. Verify and authorise payments in line with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of Standard Chart of Accounts (SCOA) allocations. Expenditure management. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the Branch is in line with the allocated budget of the Branch. Take effective and appropriate steps to avoid un-authorised, irregular, fruitless and wasteful expenditure. Compilation and coordination of financial reports. Report on spending against the monthly cash flow projections In-year monitoring (IYM) and spending plans for the Branch. Provide expenditure reports and project analysis reports to line managers. Provide financial Management information and advise to line managers.
- ENQUIRIES APPLICATIONS** : Mr V Mampholo Tel No: (012) 407 4476
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered to 258 Lillian Ngoyi Street, Pretorius Street, Fedsure Forum Building, 2nd floor, Pretoria at the Reception. Applications can also be emailed to recruitment@csp.gov.za. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- CLOSING DATE** : 27 May 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

OTHER POSTS

- POST 17/06** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: CSP/03/2022**
: This is a re-advertisement. Applicants who previously applied do not need to re-apply, their applications will still be considered
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree/ National Diploma in Supply Chain Management/ Logistics/ Purchasing Management or relevant SCM qualifications. Minimum of three (3) year supply chain experience on supervisory level. Knowledge of Public Finance Management Act and Treasury-related legislations. Understanding of Accounting principles and practices, tax, and the analysis and reporting of financial data. Knowledge of logistics management processes, SCM policies and procedures. Knowledge of BAS and LOGIS system. Knowledge of the Constitution of the Republic of South Africa, Batho Pele Principles, Public Service Regulations and Public Service Act. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Applied strategic thinking, facilitation skills and team leadership. Project management.
- DUTIES** : Coordinate and review the processing of creating orders and payments for goods and services. Manage the creation of purchase orders, manage the 0-9 file. Manage the commitment and accruals reports, manage and coordinate Travel Management and reconcile the travel payments. Ensure the proper management of stores and warehouse. Ensure the process of issuing goods as required, continuously monitor inventory, Stock taking according to stock taking plan and consolidation of stock counted with official record. Identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory. Compile a report for the identification of stock for

		disposal purposes and presentation to the disposal committee for approval. Manage and supervise the logistics staff. Ms NM Sefiti / Mr BK Shiphamele, Tel: (012) 393 2500
<u>ENQUIRIES</u>	:	
<u>POST 17/07</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CSP/05/2022</u> This is a re-advertisement. Applicants who previously applied do not need to re-apply, their applications will still be considered
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ National Diploma in Financial Management/ Management Accounting/ Financial Accounting or relevant financial qualifications. 3 years' experience in Financial Accounting preferable in Government Service. Knowledge of PFMA and Treasury-related legislations, accounting principles and practices, tax, and the analysis and reporting of financial data. Track record of business plans and budgeting. Knowledge of PERSAL, LOGIS and BAS. Economic Reporting Framework including the standard chart of accounts and Medium Term Strategic Framework. Understanding of government financial systems, principles and practice of financial accounting including MCS and AMD. Tools and techniques for accounting and reporting. Knowledge of the Constitution of the Republic of South Africa, Batho Pele Principles, Public Service Regulations and Public Service Act. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Advanced financial management and analytical skills. Team leadership and project management.
<u>DUTIES</u>	:	Monitor the collection and recording of revenue. Oversee Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies. Oversee the safeguarding of source documents and face value forms. Manage and oversee debt management. Oversee the identification and accurate recording of debts owed to the department. Ensure and oversee monitoring and reporting on revenue, manage and ensure the compensation of employees. Oversee the reconciliation of transactions on the payroll (PERSAL) with the accounting system (BAS). Ensure the processing and reconciliation of payment requests. Ensure all creditors are paid within 30 days. Authorise the payments processed on BAS and LOGIS system, oversee the compilation of interim and annual financial statements and reports. Oversee monthly and annual financial system closer and reporting. Management of Resources, human and financial resources.
<u>ENQUIRIES</u>	:	Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500
<u>NOTE</u>	:	Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.
<u>CLOSING DATE</u>	:	27 May 2022
<u>POST 17/08</u>	:	<u>AUDIT AND RISK COMMITTEE MEMBER REF NO: CSP/08/2022</u>
<u>SALARY</u>	:	Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification and knowledge of the Public Sector will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, General and working Knowledge of the Public Sector, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public

DUTIES

Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service.

: The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit Committee Charter.

ENQUIRIES

: Mr BK Shiphamele / Ms NM Sefiti / Tel No: (012-393 2500)

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** : 30 May 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed initialled and signed new form Z83 (Section A, B, C and D compulsory and section E ignore if CV attached), 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 email or 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)
- ERRATUM:** Kindly note that the advertised post of Technician, Losses and Maintenance with Ref No: HR4/4/8/14 for Provincial Office Northern Cape, is advertised with an incorrect salary notch of Level 08 (R321 543 per annum). The correct salary notch is (R261 372 per annum) salary Level 07. The post is advertised on Public Service Vacancy Circular 16 dated 06 May 2022 with a closing date of 23 May 2022. Sorry for inconvenience caused. Enquiries: Mr D Mhlophe Tel No: (053) 838 1501

OTHER POSTS

- POST 17/09** : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/1/229**
- SALARY** : R1 040 697 per annum, (OSD)

CENTRE REQUIREMENTS : Directorate: Provincial Office, Eastern Cape Province
: Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial Psychologist. Drivers Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal and Information Management Act.

DUTIES : Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in labour centres. Establish programmes for career counsellors in the province. Ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.

ENQUIRIES APPLICATIONS : Ms N Ngaki Tel No: (043) 701 3000
: Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street, East London, 5200.

FOR ATTENTION : Sub-directorate: Human Resources Operations, East London

POST 17/10 : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS (X2 POSTS)**

SALARY CENTRE : R869 007 per annum, (all inclusive)
: Labour Centre: Nqanqarhu (Eastern Cape) Ref No: HR4/4/1/220 (X1 Post)
: Labour Centre: Fort Beaufort (Eastern Cape) Ref No: HR4/4/1/221 (X1 Post)

REQUIREMENTS : Three years' (3) National Diploma (NQF6)/ Under graduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science means (Developmental Studies, Social Work and Nursing), Engineering Science, Public Management/ Administration, Business Management/ Administration, Operations Management and Project Management, three (3) years' legal qualification in LLB/BCOM LAW/BA LAW/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Conflict Management, Leadership, Project Management.

DUTIES : Manage the service delivery objectives as per the mandate of DOL. Represent the Department in key Stakeholder forums including interdepartmental structures of government and municipalities (Intermediate) Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies, directives and legislation including the Public Service Act and regulations.

ENQUIRIES APPLICATIONS : Ms NP Douw-Jack Tel No: (043) 701 3128
: Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street, East London, 5200

FOR ATTENTION : Sub-directorate: Human Resources Operations, East London

POST 17/11 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR4/22/05/11HO**

SALARY CENTRE : R744 255 per annum, (all inclusive)
: Head Office, Pretoria

REQUIREMENTS : Three years' National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Supply Chain Management / Purchasing / Logistics / Public Administration / Management. Five (5) years' experience of which two (2) years Management experience and three (3) years functional experience in Supply Chain Management Services. Valid driver's license Knowledge: Supply Chain Framework, LOGIS Systems and BAS, Preferential Procurement Policy Framework, Departmental policies and procedures, Project Management, General management, Strategic management, Public Service Act, Public

Finance Management Act (PFMA) ,Treasury Regulations, Prescriptions/ directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Policy guidelines and framework for SCM and PFMA, Computer Systems, Batho Pele Principles SKILLS: Leadership, Negotiating, Facilitation, Computer Literacy, Presentation, Innovation, Analytical, Verbal and written communication.

DUTIES : Manage the Procedure Policy and Procedures in Del. Manage supply and acquisition of goods and services. Manage, develop and maintain Contracts. Manage Supply Chain Performance Assessment. Manage Human Resources.

ENQUIRIES APPLICATIONS : Ms K Moholwana Tel No: 012 309 4670

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 17/12 : **DEPUTY DIRECTOR: MARKETING AND ADVERTISING REF NO HR4/22/05/07 HO**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Communication Science/ Public Relations/ Marketing. Five (5) years' experience of which two (2) years at Middle Management level (Assistant Director level) and three (3) years functional experience in Communication/Marketing services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations. Marketing Communication principles, Marketing and Advertising Guidelines and Protocol, Project Management, Batho Pele Principles. Skills: Planning and Organizing, interpersonal, Computer literacy, Communication, Problem solving, Listening and Observation, Negotiation, Time Management, Crisis Management, Creative-Writing.

DUTIES : Develop and Design an advertising strategy. Monitor the implementation of the advertising strategy. Evaluate the effectiveness of the advertising strategy. Manage operations at switchboard. Manage the Marketing and Advertising Sub-directorate.

ENQUIRIES APPLICATIONS : Mr M Pela Tel No: 082 808 2168

FOR ATTENTION : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 17/13 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR4/22/05/12HO**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Pretoria
: Three (3) years National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering / Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Change Management. Knowledge: Change Management principles and methodologies, understanding of efficiency promotion including the development of organisational structure, job profile design, job evaluation, Business Process Management, Organisational behaviour, Basic understanding of policies, regulations, prescript and legislation, DPSA Resolutions and Guidelines, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation and presentation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.

DUTIES : Implement change management framework, strategy and interventions in the Department, Implement employee engagement strategy in the Department, conduct individual and organisational climate and culture surveys, Conduct and co-ordinate all other organizational development services such as conducting organizational development investigations, development and review of job profile, conduct job evaluation processes, and development business process improvement in the Department, Manage resource (Finance, Human and Assets) in the section.

ENQUIRIES : Ms A Mcoso Tel No: 012 309 4436

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

POST 17/14 : **ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HR4/22/05/10HO**

SALARY : R382 245 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resources Management and Personnel Management. TWO (2) years' functional experience in Human Resources Management and two (2) years Supervisory experience. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Minimum Information Security Standard, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Skills Development Act, Public Financial Management Act, Employment Equity Act. Skills: Planning and Organising, Computer literacy, Communication, Problem Solving, Negotiation, Event Management, Presentation, Analysis, ability to convert policy into action, People Management.

DUTIES : Manage the process of recruitment and selection. Manage the administration of Persal system in the Department. Manage the staff and other resources.

ENQUIRIES : Ms P. Mthethwa Tel No: 012 309 4549

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

POST 17/15 : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/11/11**

SALARY : R321 543 per annum

CENTRE : Labour Centre: Johannesburg

REQUIREMENTS : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.

ENQUIRIES : Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 17/16 : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/635**

SALARY : R321 543 per annum

CENTRE : Provincial Office: Free State

REQUIREMENTS : BPROC/ LLB/ BCOM LAW. A valid Driver's licence. 1 year in legal/ compliance environment. Knowledge: Public Services transformation and management Issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Corporate governance, Skill Development Act, Public Service Regulations and SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Analytical, Innovative and Verbal and written communication.

DUTIES : To plan and independently administer work referred to Statutory Services for enforcement of noncompliance under employment law. Assist the ASD: SS in the enforcement process for IES. Assist in the strategy for Statutory Services.

		Assists in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Mr M Luxande Tel No: (051) 505 6325
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>POST 17/17</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/640</u>
<u>SALARY</u>	:	Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974 - R492 756 per annum, (OSD)
<u>CENTRE</u>	:	Welkom Labour Centre
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Dr Ndzuta Tel No: (051) 505 6300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 17/18</u>	:	<u>OFFICE AID REF NO: HR 4/4/8/636</u>
<u>SALARY</u>	:	R124 434 per annum
<u>CENTRE</u>	:	Ficksburg Labour Centre
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal. Verbal Communication and Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr L Tladi Tel No: (051) 933 2299.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at 43 Charlotte Maxeke Street, Bloemfontein

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 (12 months contract), 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

<u>POST 17/19</u>	:	<u>INTERN: EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R6, 666 per month
<u>CENTRE</u>	:	De Aar Labour Centre Ref No: HR 4/4/8/29 (X1 Post)

- REQUIREMENTS** : Springbok Labour Centre Ref No: HR 4/4/8/37 (X1 Post)
: A three-year Bachelor's degree or Honours (NQF level 7 or 8) as recognised by SAQA in the following: Psychology/Industrial Psychology.
- DUTIES** : Conduct recruitment, selection, referral and placement of registered work seekers. Network with stakeholder to verify quality of service rendered. Provide and implement employment services.
- ENQUIRIES** : Ms Kgomoatso Mogotloane Tel No: (053) 838 1527
- 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

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria (Gauteng)** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.
- Cape Town (Western Cape):** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, For Attention: The Director: Human Resources Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE** : 06 June 2022
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department with a recent detailed Curriculum Vitae in order to be considered. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documentation. 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 DPSSA 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 Director: Climate Change Monitoring And Evaluation: Impact & Adaptation with Ref No: CCAQ03/2022 that was advertised in Public Service Vacancy Circular 14 dated 22 April 2022 with the closing date of 16 May 2022, the closing date has been extended to 06 June 2022. The post of Director: Information Transformation with Ref No: CCAQ06/2022 that was advertised in the Public Service Vacancy Circular 15 dated 29 April 2022 with the closing date of 23 May 2022, the closing date has been extended to 06 June 2022, and the post of Deputy Director-General: Oceans and Coasts, Ref No: OC01/2022, advertised in the Public Service Vacancy Circular 15 dated 29 April 2022 with a closing date of 06 June 2022: The all-inclusive annual remuneration package of R1 521 591 has been amended to R1 544 415 per annum.

OTHER POSTS

POST 17/20 : **DEPUTY DIRECTOR: VESSEL AND HELICOPTER MANAGEMENT REF NO: OC10/2022**

SALARY : R744 255 per annum, (all-inclusive salary package)
CENTRE : Cape Town (Waterfront)
REQUIREMENTS : Degree or National Diploma (NQF 6) in Project Management or equivalent qualification. 3–5-year experience in Maritime operations or related field. Knowledge of Port Regulations, Clearing & Forwarding, Contract Management Vessel Operations, IMO Regulations, Administrative procedures, Financial Management, Project Management, Risk Management, ISPS Code. Planning and Organising, Computer literacy, Leadership and Management, Communication skills (written and spoken), Negotiation, Programme and Project Management, Decision-making skills, Report writing skills, Analytical skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations. Initiative.

DUTIES : Ensure operational, policy controls and financial sustainability of the Vessel operations and technical oversight. Maintain presence in the Antarctica and Southern Oceans. Implement ship management protocol. Ensure crew training, development and transformation. Monitor the performance of crew in terms of career progression and training initiatives. Manage SA Agulhas II budget and ensure optimal utilization of funds. Implement the Ship Access Control Policy. Implement Drug and Alcohol Policy. Contract management of the S.A. Agulhas II and Algoa and quay management (East Pier, Waterfront). Monitor the performance of Contractors and Service Providers to ensure adherence to SLA's or contractual obligations. Monitor performance of various suppliers and contractors that are commissioned to perform supply and maintenance activities on Departmental Vessels. Ensure good customer relations and stakeholder management. Research/literature studies on new industry / sector developments to improve expertise. Engage with Search and Rescue Coordination Centre. Liaise with Civil Aviation Authority with regard to inspections on Aircrafts. Follow up on audit findings with regard to contract compliance and safety related. Ensure shipping governance and security management. Provide support to the security personnel to be able to assist in the ship berthing recording. Ensure compliance to the Port security regulations. Ensure cost recovered for vessels Berthing at East Pier and charter revenue. Ensure SHEQ compliance. Manage and mitigate risks which will be a threat/danger to the Departments assets and the vessels. Implement fuel efficiency analysis and reporting. Develop a Business Plan to promote chartering and revenue generation. Ensure proper cargo and passenger documentation for shipping purposes to avoid any future possible litigation against the Department. Manage technical and related personnel and assets. Ensure the helicopters are delivered on time, used efficiently and all incidents are reported.

ENQUIRIES : Mr N Devanunthan Tel No: 021 4059482

POST 17/21 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO11/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year Bachelor's Degree or National Diploma (NQF6) in Logistics Management/Supply Chain Management or equivalent relevant qualification in Supply Chain Management coupled with a minimum of 3 years' experience in Acquisition Management. The incumbent to have at least 3 years' experience at junior management level (ASD) in Supply Chain Management. Knowledge of Supply Chain Management, procurement and business practices. Ability to establish and manage acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the acquisition of services and acquisition of the department. Knowledge of Government budgeting processes; Public Service

financial legislative frameworks; Contract management; Financial Management; Risk management and Departmental policies and procedures. Skills & Competencies: Advanced skills in policy formulation; Advance negotiation skills; adequate skills in computer use; advanced financial skills; Supervisory and problem solving skills. Good interpersonal relations; Stakeholder engagement; Programme and Project Management; Service Delivery Innovation (SDI).

DUTIES : Effective and Compliant tender administration to ensure efficient service delivery. Effective and efficient quotation less than R1 000 000 and bids above R1 000 000, administration to ensure efficient service delivery (professional services). Verification of all bids and quotations prior to advertisement. Administration of the Bid Adjudication Committee (BAC) and Bid Evaluation Committees and render a secretariat service to the relevant committees. Manage contract administration and receipt of Service Level Agreements (SLA). Monthly reporting on bid register and BAC report. Adequate record keeping of bids. Manage the sub-Directorate, develop, review, and implement the acquisition management framework and policies processes. Manage the functional operation of the Sub directorate: Acquisition Management. People management, delegation and empowerment. Manage, design and develop acquisition management processes and procedures. Compile operational acquisition management plan. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Mitigation and implementation of audit recommendations. Oversee the bidding process. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents.

ENQUIRIES : Mr B Matshotshi Tel No: 012 399 9079

POST 17/22 : **STATE VETERINARIAN: AQUATIC ORGANISMS REF NO: FIM 17 /2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package, conditions apply)
CENTRE : Cape Town (Sea Point Aquarium)

REQUIREMENTS : BSc degree in Veterinary Science or equivalent qualification as recognised by the South African Veterinary council, 3 year relevant experience in veterinary services, Registration with the South African Veterinary Council (certified copy of valid registration certificate must be attached) and a valid motor vehicle Drivers licence. Knowledge and/or understating of: Aquatic Animal Health, aquaculture and production systems and related diseases disease management protocols; the South African Veterinary Council (SAVC) and its requirements as well as the World Organisation for Animal Health (OIE) Aquatic Animal Health Code, Veterinary law and its application, project planning and management principles. Skills: Good communication (both verbal and written), Planning and organising, Conflict management, Financial management, Negotiation, Leadership and interpersonal. Personal Attributes: Strategic, analytical and creative thinking, Innovative and proactive, Ability to gather and analyse information, Ability to lead a team and Sense of responsibility, loyalty and determination.

DUTIES : The incumbent's responsibility will be: Veterinary import and export control for aquatic organisms: Conduct biosecurity audits of all registered aquaculture farms, Conduct stock inspections of all registered grow-out aquaculture farms with necessary sampling, evaluation and sample storage for each stock inspection, Provide veterinary import control support for the Department; Support and contribute to current aquatic animal health research activities: Provide veterinary support for the Departmental aquaculture facilities Biosecurity Programme as the Biosecurity Coordinator and attending veterinarian for the facilities, Convene bi-annual Aquatic Animal Ethics Committee (AAEC) meetings, Screening of aquaculture research proposals prior to submission to the AAEC, Conduct annual revision of the AAEC Standard Operating Procedures (SOP); Support the development, implementation and review of aquatic animal health legislation, policies, guidelines and programmes: Participate and contribute to the functioning of the National Aquatic Animal Health Working Group (NAAHWG) by assisting with coordination of bi-annual meetings and promoting communication amongst members, Provide technical input during the review of existing programmes, permit conditions, and ensure alignment with international standards and domestic legislation as it relates to aquatic animal health, Represent the DFFE at the bi-annual Sanitary and Phyto-Sanitary (SPS) and Technical Barriers to Trade (TBT) meetings, Periodic review the residue control programme,

		oversee the implementation of the aquatic animal health and biosecurity programmes; Perform administrative and related functions for the Sub-unit Aquatic Animal Health: Provide input into monthly sub-unit reports , Contribute to quarterly progress and technical reports for the Directorate: Sustainable Aquaculture Management and Supervise staff in terms of functions and performance outputs.
<u>ENQUIRIES</u>	:	Mr. A. Njobeni Tel No: (021) – 402 3065; email: ANjobeni@environment.gov.za
<u>POST 17/23</u>	:	<u>SCIENTIFIC TECHNICIAN CONTROL GRADE A: FINFISH REF NO: FIM 18/2022</u>
<u>SALARY</u>	:	R452 895 per annum, (an all-inclusive annual remuneration package R642 237)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	A Bachelor's degree or National Diploma in Oceanography or relevant qualification with minimum of six (6) years post-qualification Scientific experience and the compulsory registration with South Africa Council for Natural Scientist Professions (SACNASP) as a professional Scientist (certified copy of registration certificate) or current (in-date a time of application) confirmation of certificate of subscription must be attached). Knowledge of fisheries, marine fishes and ecosystems, with a focus on nearshore species. Experience with technical aspects of field and laboratory processes related to marine sciences, data management, computer aided scientific applications, such as Geographic Information Systems, navigation systems, relational databases, software systems for oceanographic equipment. Skills: report writing and project management. Good interpersonal and communication skills. Willingness and ability to go on extended field trips, including ship-based surveys. Possession of a class IV commercial diving certificate, or higher and a valid skippers and radio license. A valid code B driver's license.
<u>DUTIES</u>	:	Lead all technical scientific functions and tasks related to scientific research in the fin fish section, such as preparation for and participation in research activities; Collect data and samples through land and ship-based research surveys. Prepare and participate in research activities. Develop and apply sampling techniques. Technical scientific and regulatory functions: develop, maintain, and operate research equipment of the finfish research section; responsible for overseeing management of diving and small boat management for the Inshore Research sub-directorate. Provide technical support, information and advice as required; perform procurement of equipment and related administration. Research and development: undergo continuous professional development to keep up with new technologies and procedure; produce technical reports and findings; provide technical/scientific information and advice; promote public awareness of scientific activities; maintain databases; analyze technical and scientific data. Human capital development: provide mentorship and training where required.
<u>ENQUIRIES</u>	:	Dr Sven Kerwath Tel No: 083 991 4641 e-mail skerwath@dffe.gov.za
<u>POST 17/24</u>	:	<u>ENGINEERING TECHNICIAN CONTROL: GRADE A REF NO: FIM 19/2022</u>
<u>SALARY</u>	:	R452 895 per annum, (an all-inclusive annual remuneration package R642 237)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of National Diploma in Electrical Engineering (Light Current) with a minimum of 6 years post qualification technical experience and compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; (copy of registration certificate), or current (in-date a time of application) confirmation of certificate of subscription must be attached). Experience in working with electronic, mechanical equipment and systems. Experience on a range of electronic test and measurement equipment such as, multi-meters, voltmeters, current meters, oscilloscopes, thermometers, meggars. Ability to draft and interpret complex technical drawings and schematics. Applicant will be expected to undergo and pass a medical for seafarers in line with (section 101 of the SAMSA Act 57 Of 1951). Must be able and willing to spend extensive periods away from home on field trip and at sea on research vessels. Good knowledge of the marine environment. Skills: Computer- aided engineering application; Technical design and analytical skills; project management. Ability to work as

		a team member. Good communication skills (verbal & written). Valid driver license (Code B).
<u>DUTIES</u>	:	Manage and Provide Technical and Research Support: Ensure the promotion of safety in line with statutory and regulatory requirements; Provide technical/scientific information and advice; Manage technical services and support in conjunction with Engineers, Scientists and associates in field, workshop and technical office activities; Manage technical services and support in conjunction with Engineers, Scientists and associates in field, workshop and technical office activities; Ensure the maintenance, calibration and operation of scientific equipment. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide Strategic Leadership on Technical Matters: Develop relationships and collaborations at national, regional and international levels; Play a lead role in the presentation and exchange of technical knowledge and information; Research and Development: Liaise with relevant bodies/councils on engineering-related matters; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Continuous professional development to keep up with new technologies. Manage Administrative and Related Functions: Provide inputs into the budgeting process; Provide and consolidate inputs to the technical/engineering operational plan; Human Capital Development: Mentor, train and develop junior personnel; Performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr. Zahier Isaacs Tel No: 021 402 3271 e-mail: zisaacs@environment.gov.za
<u>POST 17/25</u>	:	<u>SENIOR HR PRACTITIONER: SKILLS DEVELOPMENT REF NO: CMS06/2022</u>
<u>SALARY</u>	:	R321 543 per annum, (Total package of R478 352 per annum/ conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF 6) in Human Resource Development or relevant qualification. A minimum of 2 years' experience in the relevant field. Knowledge of Skills Development Act, Skills Levies Act, Employment Equity Act and South African Qualification Authority. Understanding of Programme and Project, Financial and Contract management. Ability to gather and analyse information. Good interpersonal relations, Communication (written and spoken), Coordination, Planning and organizing skills. Ability to work under extreme pressure.
<u>DUTIES</u>	:	Coordinate and implement the empowerment of youth through Internship Programme. Administration of the organisational needs analysis for internship. Administer the recruitment and selection process of interns and coordinate the appointment of interns. Coordinate the submission of interns work plans and quarterly reports. Coordinate and implement the Orientation Programme for Department employees. Consult with HRM regarding new employees to be orientated. Coordinate the logistics for the orientation programme, Prepare orientation packs. Facilitate the orientation programme (attendance register, acknowledgement and evaluations forms). Update the orientation database. Coordinate and implement the Adult Education and Training (AET) programme. Provide logistical support to the programme. Coordinate and implement the implementation of the Compulsory Induction Programme (CIP) for new Entrants in the Public Service. Identify employees eligible to attend CIP. Coordinate CIP in liaison with the National School of Government. Update the database on employee attended. Provide administration support to the AET support. Update the AET database, Provide support with the coordination of interns and AET information to WSP. Coordinate interns and mentor's trainings. Coordinate and implement the skills planning process and the implementation of the Workplace Skills Plan (WSP). Provide support with the coordination of interns and AET information to WSP. Assist with analysing the Personal Development Plans for interns.
<u>ENQUIRIES</u>	:	Ms Mbongeni Mncube Tel No: 012 339 8691
<u>POST 17/26</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: OC09/2022</u>
<u>SALARY</u>	:	R176 310 per annum, (Total package R302 136 per annum/ conditions apply)
<u>CENTRE</u>	:	Cape Town (Waterfront)
<u>REQUIREMENTS</u>	:	Grade 12 with 3 years' experience. Knowledge of Public Services Regulations, Warehouse Operations, PFMA, Planning and organizing Skills, Literacy skills,

Computer skills, Planning and organization, Communication skills, Hyster/Forklift driving. Ability to communicate with people at different levels. Ability to apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Initiative and creativity. Candidates must be in possession of driver's license.

DUTIES

: Render logistical support to the SANAP warehouse. Accurate receiving and checking of all incoming deliveries for the SANAP warehouse. Assist with accurate dispatching of all stock and supplies. Assist team with packing and receiving of their personal goods. Check all packages for signs of insects or any sort of vegetation. Proper packing of all supplies for annual Relief Voyages to SANAE & Islands. Safe and proper sealing of all packed cargo containers. Separating of food and cleaning material in preparing for specific islands such as Marion Islands into the 9 huts groupings. Seal all food bins by taping the lids to the actual bin. Packing of food bins into the containers. Bubble wrap glass food products and pack it into containers. Packing of other supplies such as oil, medical, cleaning material, and recreational equipment if necessary. Provide administration support for the SANAP warehouse. Keep written record of all items packed on spreadsheet and on outside of bins with white marker/ other suitable labelling. Verify items packed are correct with order and sort grouping same type of products then numbering sequentially. Check all handwritten list and compare with orders. Assist to maintain the filing system for the SANAP warehouse. Liaise with Role players within SANAP. Engage with management, team members and service providers with regarding returning the teams personal belongings to their homes or other arrangements luggage to be transported. Handle queries with under and over supply of stock and supplies. Handle queries regarding repairs to containers and other equipment. Provide support with forklift operations. Ensure all inspections are done before and after forklift is operated. Safe handling of Containers, pallet loads and over dimensional loads. Safe sorting, stacking and storage of containers. Assist with the safe loading/unloading of trucks and ship. Assist with the safe and accurate assessment of all containers/equipment, etc. when required. Safe and Accurate weighing of packed cargo containers and other supplies. Obtain necessary officially authorised trip authority prior to trips. Do all necessary pre trip checks. Transport of goods and or people from one destination to the other. Obtain the necessary documents, goods and/or info on people to be delivered/transported prior to departure.

ENQUIRIES

: Mr N Devanunthan Tel No: 021 4059482

**INTERNSHIP PROGRAMME
TWENTY-FOUR (24) MONTHS
(01 SEPTEMBER 2022 TO 31 AUGUST 2024)**

Department of Forestry, Fisheries and the Environment (DFFE) invites unemployed graduates, who wish to apply for the twenty-four (24) months). The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability). The persons living with disability are therefore encouraged to apply. Eligible candidates must have completed at least a three (3) year formal qualification from a recognised Higher Education Institution in the following fields of study. Interns will receive a stipend / allowance of R 6 083.70 per month.

APPLICATIONS

: Director-General Internship Programme Private Bag X 447 Pretoria 0001 or hand delivered to: 473 Steve Biko Road, Pretoria or Private Bag X 4390, Cape Town, 8001 or hand delivered to: 63 Strand Street Nedbank Building 13th Floor Cape Town

CLOSING DATE

: 03 June 2022

NOTE

: Applications must be completed in a new Z83 form Attach a CV with more than one reference. Only shortlisted candidates will be required to submit certified copies of an ID documents, qualifications, and recent academic transcripts / records If you have not heard from us, please accept that your application was unsuccessful. Incomplete, e-mailed, faxed and late applications will not be considered Please visit our website at www.dffe.gov.za/careers/internships. Please ensure you follow the correct link to the Internship position of interest.

OTHER POSTS

POST 17/27 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC/01/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415; 066 081 3461

POST 17/28 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC/02/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Eco Tourism / Nature Conservation / Environmental Science / Environmental
Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/ 066 081 3461

POST 17/29 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC/03/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Heritage and Cultural Studies / Heritage Management / Archaeology / Heritage
Science Conservation.
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/30 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC/04/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/31 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC/05/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Wildlife Management / Nature Conservation / Environmental Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/32 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC/06/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science (Water Science / Ecology & Conservation / Aquatic
Ecology)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/33 : **INTERNSHIP PROGRAMME 2022 REF NO: GPBC07/22**
Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Natural Science / Nature Conservation (Botany /
Zoology / Ecology)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/34

INTERNSHIP PROGRAMME 2022 REF NO: GPBC/08/22

Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Integrated Water Resource Management/Environmental Science/
Environmental Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/35

INTERNSHIP PROGRAMME 2022 REF NO: GPBC/09/22

Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science/Natural Science (Biology / Entomology / Biotechnology
/ Microbiology)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/36

INTERNSHIP PROGRAMME 2022 REF NO: GPBC/10/22

Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management (Biology / Microbiology /
Biochemistry / Botany)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/37

INTERNSHIP PROGRAMME 2022 REF NO: GPBC/11/22

Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science /Natural Science (Hons) (Conservation Biology /
Botany / Zoology)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/38

INTERNSHIP PROGRAMME 2022 REF NO: GPCCAQ/01/22

Branch: Climate Change & Air Quality

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management./Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/39

INTERNSHIP PROGRAMME 2022 REF NO: GPCCAQ/02/22

Branch: Biodiversity & Conservation

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management / Natural Science
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/40

INTERNSHIP PROGRAMME 2022 REF NO: GPCCAQ/03/22

Branch: Climate Change & Air Quality

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management / Natural Science (Hons)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/41

INTERNSHIP PROGRAMME 2022 REF NO: GPCCAQ/04/22

Branch: Climate Change & Air Quality

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Chemical Engineering / Process Engineering / Chemistry and Engineering / Environmental Engineering
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/42

INTERNSHIP PROGRAMME 2022 REF NO: GPCCAQ/05.22

Branch: Climate Change & Air Quality

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental and Energy Studies / Climate Change Modeling
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/43

INTERNSHIP PROGRAMME 2022REF NO: GPCCAQ/06/22

Branch: Climate Change & Air Quality

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management / International Relations / Studies
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/44

INTERNSHIP PROGRAMME 2022 REF NO: GPCCAQ/07/22

Branch: Climate Change & Air Quality

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Atmospheric Science / Air Quality / Meteorology / Climatology
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/45

INTERNSHIP PROGRAMME 2022 REF NO: GPCFO/01/22

Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Supply Chain Management / Logistics Management / Purchasing Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/46

INTERNSHIP PROGRAMME 2022 REF NO: GPCFO/02/22

Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Public Finance / Accounting / Financial Management / Taxation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/47

INTERNSHIP PROGRAMME 2022 REF NO: GPCFO/03/22

Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/ 066 081 3461

POST 17/48

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/01/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Travel and Tourism Management/Tourism Administration/Tourism Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/49

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/02/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Labour Relations / Industrial Relations
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/50

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/03/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Human Resource Development/Management of Training / Human Resource Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/51

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/04/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Media Studies / Journalism / Communication / Public Relations
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/52

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/05/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Events Management / Public Relations
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/53

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/06/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Education / Events Management / Project Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/54

INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/07/22

Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Brand Management / Brand Communication & Marketing / Public Relations
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/55 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/08/22**
Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Web Design / Software Development / IT Systems Development
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/56 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/09/22**
Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Property Management / Facilities Management / Project Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/57 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/10/22**
Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Information Technology (IT) (Business Analysis / Software Development / IT Support)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/58 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCMS/11/22**
Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Graphic Design / Communication Design / Visual Communication
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/59 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCWM/01/22**
Branch: Chemicals & Waste Management

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/60 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCWM/02/22**
Branch: Chemicals & Waste Management

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/61 : **INTERNSHIP PROGRAMME 2022 REF NO: GPCWM/03/22**
Branch: Chemicals & Waste Management

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Engineering/Chemical Engineering/Chemistry and Environmental Science
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/69 : **INTERNSHIP PROGRAMME 2022 REF NO: GPEP/02/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Human Resource Development/Management of Training / Youth Development
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/70 : **INTERNSHIP PROGRAMME 2022 REF NO: GPEP/03/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management / Nature Conservation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/71 : **INTERNSHIP PROGRAMME 2022 REF NO: GPEP/04/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/72 : **INTERNSHIP PROGRAMME 2022 REF NO: GPEP/05/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Development Studies / Environmental Science / Environmental Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/73 : **INTERNSHIP PROGRAMME 2022 REF NO: GPEP/06/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Social Science / Development Studies / Statistics / Economics (Hons)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/74 : **INTERNSHIP PROGRAMME 2022 REF NO: GPFIM/01/22**
Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Agricultural Economics / Agricultural Science / Economics (Hons)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/75 : **INTERNSHIP PROGRAMME 2022 REF NO: GPFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/76 : **INTERNSHIP PROGRAMME 2022 REF NO: GPFOM/02/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month

CENTRE : Gauteng, Pretoria
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/77 : **INTERNSHIP PROGRAMME 2022 REF NO: GPODG/01/22**
Branch: Office of the Director-General

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Forensic Science / Criminal Justice and Forensic Investigation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/78 : **INTERNSHIP PROGRAMME 2022 REF NO: GPODG/02/22**
Branch: Office of the Director-General

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Internal Audit / Risk Management / Financial Management / Public Finance /
Accounting
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/79 : **INTERNSHIP PROGRAMME 2022 REF NO: GPODG /03/22**
Branch: Office of the Director-General

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/80 : **INTERNSHIP PROGRAMME 2022 REF NO: GPODG/04/22**
Branch: Office of the Director-General

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Language Studies / Language Practice / Linguistics (isiXhosa / Sesotho)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/81 : **INTERNSHIP PROGRAMME 2022 REF NO: GPODG/05/22**
Branch: Office of the Director-General

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Bachelor of Laws / LLB
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/82 : **INTERNSHIP PROGRAMME 2022 REF NO: GPRCSM/01/22**
Branch: Regulatory Compliance and Sector Monitoring

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/83 : **INTERNSHIP PROGRAMME 2022 REF NO: GPRCSM//02/22**
Branch: Regulatory Compliance and Sector Monitoring

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Chemical Engineering / Process Engineering / Chemistry and Engineering /
Environmental Engineering

ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/84 : **INTERNSHIP PROGRAMME 2022 REF NO: GPRCSM//03/22**
Branch: Regulatory Compliance and Sector Monitoring

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management / Nature Conservation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/85 : **INTERNSHIP PROGRAMME 2022 REF NO: GPRCSM//04/22**
Branch: Regulatory Compliance and Sector Monitoring

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Bachelor of Laws / LLB (Hons)
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/86 : **INTERNSHIP PROGRAMME 2022 REF NO: GPRCSM//05/22**
Branch: Regulatory Compliance and Sector Monitoring

STIPEND : R6 083.70 per month
CENTRE : Gauteng, Pretoria
REQUIREMENTS : Environmental Science / Environmental Management
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/ 066 156 0050 Mr Dinilesizwe
April Tel No: 012 399 9415/ 066 081 3461

POST 17/87 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/01/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Environmental Science / Environmental Management / Natural Science
(Marine / Coastal Management)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane
on Tel No: 021 814 8084/067 417 3719

POST 17/88 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/02/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Oceanography / Marine Biology / Zoology (Fish Research / Microplastics)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane
on Tel No: 021 814 8084/067 417 3719

POST 17/89 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/03/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Marine Biology / Environmental (GIS / Zoology / Top Predators / Biological
Statistics / R Programming)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane
on Tel No: 021 814 8084/067 417 3719

POST 17/90 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/04/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Zoology / Marine Biology/Modelling & Statistics (Marine Mammals / Population
Dynamics / Statistics)

ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/91 **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/05/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Environmental Science / Natural Science (GIS / Spatial Modelling / Biological Statistics)

ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/92 **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/06/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Oceanography / Oceans Science / Chemistry / Biogeochemistry
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/93 **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/07/22**

STIPEND : R6 083.70 per month
Branch: Oceans & Coasts
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Environmental Science / Natural Science (Hons) (Zoology / Botany)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368 | 083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084 | 067 417 3719

POST 17/94 **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/08/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Accounting / Economics / Sociology (Hons)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368 | 083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084 | 067 417 3719

POST 17/95 **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/09/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Marine Science / Atmospheric Science/Oceanography (Hydrodynamic Modelling / Remote Sensing)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/96 **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/10/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Aquatic Science / Marine Science / Zoology (Estuarine Research)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368 | 083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084 | 067 417 3719

POST 17/97 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/11/22 BRANCH: OCEANS & COASTS**

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Biological Science / Marine Biology / Zoology with GIS (MSc)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/98 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/12/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Biological Science / Marine Biology / Marine Science (Pico Phytoplankton-Microbes)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/99 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/13/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Development Studies / Social Science / International Relations/Political Science / Project Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/100 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/14/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Electrical Engineering (Light Current)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/101 : **INTERNSHIP PROGRAMME 2022 REF NO: WCOC/15/22**
Branch: Oceans & Coasts

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Marine Science / Oceanography / Oceans Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/102 : **INTERNSHIP PROGRAMME 2022 REF NO: WCEP/01/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Environmental Science / Environmental Management / Natural Science
ENQUIRIES : Mbongeni Mncube on Tel No: (012) 399 8691, Dinilesizwe April on Tel No: (012) 399 9415

POST 17/103 : **INTERNSHIP PROGRAMME 2022 REF NO: WCEP/02/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/104 : **INTERNSHIP PROGRAMME 2022 REF NO: WCODG/01/22**
Branch: Office of the Director-General

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/105

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/01/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Nature Conservation/Environmental Science/Criminology/Forensic Investigations / Policing
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/106

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/02/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Aquatic Science / Aquaculture / Environmental Science (Microbiology / Zoology / Botany)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/107

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/03/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Animal Health / Agriculture (Animal Health) / Veterinary Technology
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/108

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/04/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Environmental Geography/Environmental Science/Environmental Management (Geography / GIS)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/109

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/05/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Office Management / Public Management / Public Administration
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/110

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/06/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Aquatic Science / Aquaculture / Inland Fisheries Management (Hons)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/111

INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/07/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Fisheries Management / Natural Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

<u>POST 17/112</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/08/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Accounting / Financial Management / Public Finance / Taxation / Auditing / Risk Management
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719
<u>POST 17/113</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/09/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Agricultural Economics / Economics
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719
<u>POST 17/114</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/10/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Communications / Public Relations / Brand Communication & Marketing
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719
<u>POST 17/115</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/11/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Oceanography / Marine Science / Environmental Science / Environmental Management
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719
<u>POST 17/116</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/12/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Aquaculture / Fisheries Management / Agricultural Science
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719
<u>POST 17/117</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/13/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Biological Science / Microbiology / Zoology (Animal Husbandry / Larval Rearing / Molecular Biology)
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719
<u>POST 17/118</u>	:	<u>INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/14/22</u> Branch: Fisheries Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Aquaculture / Aquatic Science / Ichthyology / Zoology / Natural Science (Hons)
<u>ENQUIRIES</u>	:	Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/119 : **INTERNSHIP PROGRAMME 2022 REF NO: WCFIM/15/22**
Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Bachelor of Laws / LLB
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/120 : **INTERNSHIP PROGRAMME 2022 REF NO: WCFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/121 : **INTERNSHIP PROGRAMME 2022 REF NO: WCCFO/01/22**
Branch: Chief Financial Officer

STIPEND : R 6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Management Assistant / Public Management / Public Administration
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/122 : **INTERNSHIP PROGRAMME 2022 REF NO: WCCFO/02/22**
Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Supply Chain Management / Logistics Management / Purchasing Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/123 : **INTERNSHIP PROGRAMME 2022 REF NO: WCCFO/03/22**
Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Accounting / Financial Management / Public Finance / Taxation / Auditing / Risk Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/124 : **INTERNSHIP PROGRAMME 2022 REF NO: WCCMS/01/22**
Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Human Resource Development / Management of Training / Human Resource Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/125 : **INTERNSHIP PROGRAMME 2022 REF NO: WCCMS/02/22**
Branch: Corporate Management Services

STIPEND : R6 083.70 per month
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Brand Management / Brand Communication & Marketing / Public Relations
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/133

INTERNSHIP PROGRAMME 2022 REF NO: ECOC/01/22

STIPEND : R6 083.70 per month
Branch: Oceans and Coast
CENTRE : Eastern Cape
REQUIREMENTS : Biological Science / Environmental Science / Environmental Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/134

INTERNSHIP PROGRAMME 2022 REF NO: ECEP/01/22

Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape
REQUIREMENTS : Environmental Science / Natural Science / Nature Conservation (GIS / Botany / Biology)
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/135

INTERNSHIP PROGRAMME 2022 REF NO: ECEP/02/22

Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape
REQUIREMENTS : Civil Engineering / Environmental Engineering / Environmental Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/136

INTERNSHIP PROGRAMME 2022 REF NO: ECFIM/01/22

Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape
REQUIREMENTS : Oceanography / Marine Science / Environmental Science / Environmental Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/137

INTERNSHIP PROGRAMME 2022 REF NO: ECFOM/01/22

Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/138

INTERNSHIP PROGRAMME 2022 REF NO: ECFOM/02/22

Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape
REQUIREMENTS : Geographical Information System (GIS) / Geomatics / Geoinformatics
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/139

INTERNSHIP PROGRAMME 2022 REF NO: ECRCSM/01/22

Branch: Regulatory Compliance and Sector Monitoring

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape
REQUIREMENTS : Project Management / Public Administration / Public Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/140 : **INTERNSHIP PROGRAMME 2022 REF NO: FSEP/01/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Free State
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050 Mr Dinilesizwe April 0 Tel No: 12 399 9415; 066 081 3461

POST 17/141 : **INTERNSHIP PROGRAMME 2022 REF NO: FSEP/02/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Free State
REQUIREMENTS : Environmental Science / Environmental Management / Nature Conservation
ENQUIRIES : Mr Mbongeni Mncube 012 399 8691; 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415; 066 081 3461

POST 17/142 : **INTERNSHIP PROGRAMME 2022 REF NO: FSFIM/01/22**
Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : Free State
REQUIREMENTS : Aquaculture / Aquatic Science / Itchyology / Zoology / Natural Science (Hons)
ENQUIRIES : Mr Mbongeni Mncube 012 399 8691; 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415; 066 081 3461

POST 17/143 : **INTERNSHIP PROGRAMME 2022 REF NO: FSFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Free State
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mbongeni Mncube 012 399 8691; 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415; 066 081 3461

POST 17/144 : **INTERNSHIP PROGRAMME 2022 REF NO: FSFOM/02/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Free State
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube 012 399 8691; 066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415; 066 081 3461

POST 17/145 : **INTERNSHIP PROGRAMME 2022 REF NO: ZNFIM/01/22**
Branch: Fisheries Management

STIPEND : R6 083.70 per month
CENTRE : KwaZulu-Natal
REQUIREMENTS : Project Management / Public Administration / Public Management
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/146 : **INTERNSHIP PROGRAMME 2022 REF NO: ZNFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : KwaZulu-Natal
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/147 : **INTERNSHIP PROGRAMME 2022 REF NO: ZNCMS/01/22**
Branch: Cooperate Management Services

STIPEND : R6 083.70 per month

CENTRE REQUIREMENTS : KwaZulu-Natal
 : Human Resource Development / Management of Training / Human Resource Management

ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/148 : **INTERNSHIP PROGRAMME 2022 REF NO: ZNRCSM/01/22**
 Branch: Regulatory Compliance and Sector Monitoring

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 083.70 per month
 : KwaZulu-Natal
 : Project Management / Public Administration / Public Management
 : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/149 : **INTERNSHIP PROGRAMME 2022 REF NO: LPFIM/01/22**
 Branch: Fisheries Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 083.70 per month
 : Limpopo
 : Aquaculture / Aquatic Science / Itchyology / Zoology / Natural Science
 : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/150 : **INTERNSHIP PROGRAMME 2022 REF NO: LPFOM/01/22**
 Branch: Forestry Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 083.70 per month
 : Limpopo
 : Forestry / Forestry and Wood Science
 : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/151 : **INTERNSHIP PROGRAMME 2022 REF NO: LPFOM/02/22**
 Branch: Forestry Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 083.70 per month
 : Limpopo
 : Office Management / Public Management. / Public Administration
 : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/152 : **INTERNSHIP PROGRAMME 2022 REF NO: LPFOM/03/22**
 Branch: Forestry Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 083.70 per month
 : Limpopo
 : Horticulture / Horticultural Science
 : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/153 : **INTERNSHIP PROGRAMME 2022 REF NO: LPFOM/04/22**
 Branch: Forestry Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 083.70 per month
 : Limpopo
 : Environmental Science / Management / Nature Conservation
 : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/154 : **INTERNSHIP PROGRAMME 2022 REF NO: LPEP/01/22**
 Branch: Environmental Programmes

STIPEND CENTRE REQUIREMENTS : R6 083.70 per month
 : Limpopo
 : Human Resource Development/Management of Training / Youth Development

ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

POST 17/155 : **INTERNSHIP PROGRAMME 2022 REF NO: LPEP/02/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Limpopo
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050/Mr Dinilesizwe Tel
No: April 012 399 9415/066 081 3461

POST 17/156 : **INTERNSHIP PROGRAMME 2022 REF NO: LPCFO/01/22**
Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Limpopo
REQUIREMENTS : Public Finance / Accounting / Financial Management / Taxation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

POST 17/157 : **INTERNSHIP PROGRAMME 2022 REF NO: MPFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

POST 17/158 : **INTERNSHIP PROGRAMME 2022 REF NO: MPFOM/02/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

POST 17/159 : **INTERNSHIP PROGRAMME 2022 REF NO: MPEP/01/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga
REQUIREMENTS : Human Resource Development/Management of Training / Youth Development
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

POST 17/160 : **INTERNSHIP PROGRAMME 2022 REF NO: MPCFO/01/22**
Branch: Chief Financial Officer

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga
REQUIREMENTS : Public Finance / Accounting / Financial Management / Taxation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

POST 17/161 : **INTERNSHIP PROGRAMME 2022 REF NO: NCOC/01/22**
Branch: Oceans and Coasts

STIPEND : R6 083.70 per month
CENTRE : Northern Cape
REQUIREMENTS : Environmental Science / Management / Biological Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane
on Tel No: 021 814 8084 /067 417 3719

POST 17/162 : **INTERNSHIP PROGRAMME 2022 REF NO: NCFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Northern Cape
REQUIREMENTS : Forestry / Forestry and Wood Science
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/163 : **INTERNSHIP PROGRAMME 2022 REF NO: NCFOM/02/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month
CENTRE : Northern Cape
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084 /067 417 3719

POST 17/164 : **INTERNSHIP PROGRAMME 2022 REF NO: NCEP/01/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : Northern Cape
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mpho Beta on Tel No: 021 402 3368/083 300 1842, Ms Sarah Mathunyane on Tel No: 021 814 8084/067 417 3719

POST 17/165 : **INTERNSHIP PROGRAMME 2022 REF NO: NWEF/01/22**
Branch: Environmental Programme

STIPEND : R6 083.70 per month
CENTRE : North-West
REQUIREMENTS : Environmental Science / Environmental Management / Nature Conservation
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050/Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/166 : **INTERNSHIP PROGRAMME 2022 REF NO: NWEF/02/22**
Branch: Environmental Programme

STIPEND : R6 083.70 per month
CENTRE : North-West
REQUIREMENTS : Geographical Information System (GIS) / Geomatics / Geoinformatics
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050/Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/167 : **INTERNSHIP PROGRAMME 2022 REF NO: NWEF/03/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : North-West
REQUIREMENTS : Human Resource Development/Management of Training / Youth Development
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050/Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/168 : **INTERNSHIP PROGRAMME 2022 REF NO: NWEF/04/22**
Branch: Environmental Programmes

STIPEND : R6 083.70 per month
CENTRE : North-West
REQUIREMENTS : Office Management / Public Management. / Public Administration
ENQUIRIES : Mr Mbongeni Mncube Tel No: 012 399 8691; 066 156 0050/Mr Dinilesizwe April Tel No: 012 399 9415/066 081 3461

POST 17/169 : **INTERNSHIP PROGRAMME 2022 REF NO: NWFOM/01/22**
Branch: Forestry Management

STIPEND : R6 083.70 per month

CENTRE
REQUIREMENTS
ENQUIRIES

: North-West
: Forestry / Forestry and Wood Science
: Mr Mbongeni Mncube Tel No: 012 399 8691/066 156 0050 Mr Dinilesizwe April
Tel No: 012 399 9415/066 081 3461

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 30 May 2022, closing time: 12H00 Middyay
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 17/170** : **CHIEF DIRECTOR: HUMAN RESOURCES FOR HEALTH REF NO: NDOH 26/2022**
Re-advertisement and applicants who previously applied need to re-apply
- SALARY** : R1 269 951 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : National Department of Health, Pretoria
An undergraduate qualification (NQF 7) as recognized by SAQA in Human Resource Management or Public Administration. A post-graduate qualification in any of the above will be an advantage. At least five (5) years' experience at a Senior Management level in Human Resources Management or related field. SMS pre-entry Certificate is required for appointment finalization. Knowledge of global trends and best practices in HR policy and planning. Knowledge of Digital HR Information Systems, Performance, procurement and financial management. Good communication (verbal and written), Microsoft office package, planning, organizational and management skills. Ability to work independently and under pressure as well as work long and irregular hours. A valid driver's license.
- DUTIES** : Provide strategic leadership and facilitate the development and implementation and monitoring of HR policies. Provide strategic direction of HR Planning,

Management and Development. Ensure the maintenance of a well-developed HRH Information Systems. Strengthen stakeholder relations. Provide strategic leadership and overall management to the Directorate within the Cluster.

- ENQUIRIES** : Ms VM Rennie at Valerie.rennie@health.gov.za
- POST 17/171** : **CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 27/2022**
Re-advert applicants who previously applied need to re-apply
- SALARY** : R1 269 951 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : National Department of Health, Pretoria
: An undergraduate qualification (NQF level 7) as recognized by SAQA. A qualification in Health Science / Public Health/International relations will be an added advantage. At least five (5) years' experience at a senior management level in International Relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management, strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license.
- DUTIES** : Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the Sustainable Development Goals (SDG). Support the prevention and control of regional public health risks that threaten South African and African population including humanitarian assistance. Facilitate participation in various international structures to strengthen bilateral, trilateral relations including multilateral treaties. Support the Facilitation of the International Development Assistance and Partnership programme. Advance and coordinate global health agenda in Africa and Middle East, North-South Partnerships as well as South-South relations. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of resources.
- ENQUIRIES** : Ms VM Rennie at Valerie.rennie@health.gov.za

OTHER POST

- POST 17/172** : **ENVIRONMENTAL HEALTH PRACTITIONER GRD 1 REF NO: NDOH 24/2022 (X2 POSTS)**
- SALARY** : R322 746 per annum, OSD
- CENTRE REQUIREMENTS** : Directorate: Port Health Services. KwaZulu-Natal
: A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. At least one (1) year experience in environmental health. Technical and practical knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework informing this complex area of operation. Ability to interpret and implement applicable legislation and guidelines. Good communication (verbal and written), administrative, financial management, interpersonal and computer skills (MS Office packages). A valid driver's license.
- DUTIES** : Control the importation of health related products. Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to international health regulations and relevant legislation. Provide communicable diseases control in the Point of Entry (PoE). Provide general administrative duties. Compile daily, weekly and monthly statistics for PoE operations. Engage with relevant stakeholders.
- ENQUIRIES** : Mr P Bhugwadeen on Tel No: 031 301-0385
- NOTE** : Copies of certificates of service must be submitted with the application.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE AND NORTHERN CAPE CET COLLEGE)**

OTHER POSTS

- POST 17/173** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/2022**
(Re-advertisement), Candidates who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Corporate Office (Bethlehem)
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit / Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. A qualification/transcript showing a Computer Literacy (MS Word, MS Power Point, MS Excel). Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.
- DUTIES** : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Supervision of junior personnel in the unit. Perform any other duty related to the post.
- ENQUIRIES APPLICATIONS** : Mr GD Mokoena Tel No: (058) 303 1732
: All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High and Broster Street, Bethlehem, 9700. No faxed or emailed applications will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.co.za (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.
- CLOSING DATE** : 03 June 2022 at 13:00
- POST 17/174** : **REGISTRY CLERK: PRODUCTION REF NO: NCCET01/05/2022**
Branch: Community Education and Training (CET)
- SALARY CENTRE** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Service
: Central Office, Kimberley

- REQUIREMENTS** : Grade 12 or equivalent 1-2years experience, competences: knowledge of Registry Clerk duties, practices as well as the ability to capture data and operate a computer. Knowledge and understanding of legislative framework governing Public Services. Knowledge of storage and retrieval procedure in terms of working environment. Registry skills: Computer literacy, planning and organizing, confidentiality, good verbal and written communication skills. Flexibility, self-discipline and team work.
- DUTIES** : Provide registry counter services, Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to registry function. Process documents for archiving and/disposal.
- ENQUIRIES APPLICATIONS** : Ms Phaladi Euginia Tel No: 053 753 0000 / 0010 / 0014
: Applications quoting the reference number can be emailed to: recruitment@nccetc.edu.za or hand delivered to 19 Oliver Road, Klisserville, Kimberley, 8301.
- NOTE** : Applications must be submitted on the new Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2q/vacancies.asp or obtainable from any Public Service and accompanied by a comprehensive CV and copies of all qualifications (including matriculation), identity document and valid driver's licence(Where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews).It is the applicants to ensure that foreign and other qualifications are evaluated by SAQA. The candidate(s) will be required to sign an annual performance agreement. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualifications/study verification and previous employment verification). Applications received after the closing date will not be considered.
- CLOSING DATE** : 27 May 2022 at 13H00

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001. Please Note: All applications (irrespective of Region) must be submitted to Cape Town Address.
- CLOSING DATE** : 30 May 2022
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 3 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license where required, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV and (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews). 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. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Judicial Inspectorate for Correctional Services (JICS) being processed by the JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013.

OTHER POSTS

- POST 17/175** : **SECRETARY REF NO: JI 37/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job.
- DUTIES** : The successful candidate will be responsible to serve as the secretary/administrator to the Directors. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge

- receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Senior Managers.
Mr. M Sello Tel No: (012) 321-0303
- ENQUIRIES** :
- POST 17/176** : **HUMAN RESOURCE CLERK REF NO: JI 38/2022**
Directorate Support Services
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge and understanding of required policies, procedures and applicable legislation governing Human Resource Processes in the Public Service. PERSAL Introduction Certificate. Knowledge of HR administration and PERSAL system is essential. Administrative procedures relating to an office, filing and retrieval of documents and data capturing. Skills: planning and organizing, Verbal and written communication, computer literacy, assertive, ability to prioritize tasks, ability to work under pressure. Ability to work independently and also as part of a team. Ability to multi-task.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and said files in the Directorate. Administer conditions of services (leave management, Housing, pension, bonus). Maintain employee personal records. Capturing of new appointments, Transfers, staff Grievances and service Termination/Resignation. Attend all internal and external HR matters from relevant stakeholders.
- ENQUIRIES** : Ms P Luphuwana Tel No: (021) 421 1012
- POST 17/177** : **ADMINISTRATION CLERK REF. NO: JI 39/2022**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook).
- DUTIES** : The successful candidate will be responsible for office administration and render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Update register and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the office. Type basic letters and/ or other correspondence when required. Provide supply chain clerical support services within the office. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Keep and maintain personnel records and attendance register for the component. Arrange travelling and accommodation, provide financial administration support services in the component. Perform ad-hoc duties, as may be delegated from time to time.
- ENQUIRIES** : Mr. M Sello Tel No: (012) 321-0303
- POST 17/178** : **ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 40/2021**
Directorate: Legal Services
(12 month contract appointment)
- SALARY** : R176 310 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.
- DUTIES** : The successful candidate will be responsible for recording, organising, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles.

- Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
- ENQUIRIES** : Mr L de Souza Tel No: (012) 321 0303
- POST 17/179** : **ADMINISTRATION CLERK REF NO: JI 41/2022**
Directorate Management Regions
Re-advertisement. Previous applicants are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Centurion
: Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
- DUTIES** : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, management of calendars for senior team members and arrange trips etc.). Managing petty cash and petty cash register.
- ENQUIRIES** : Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521
- POST 17/180** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 42/2022**
Directorate: Management Regions
Re-advertisement. Previous applicants are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Centurion
: Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
- DUTIES** : The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Fill in for reception duties when required.
- ENQUIRIES** : Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521
- POST 17/181** : **ADMINISTRATION CLERK: MANDATORY REPORTING REF NO: JI 43/2022**
Directorate Legal Services
(12 month contract appointment)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05) + 37% in lieu of benefits
: Pretoria
: Applicants must be in possession of a grade 12/senior certificate or equivalent qualification. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human rights and correctional services background would be advantageous. Driver's license would be an added advantage.
- DUTIES** : The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
- ENQUIRIES** : Ms V Mukhari Tel No: (012) 321 0303 / Mr P Mohlaba Tel No: (021) 421 1012

<u>POST 17/182</u>	:	<p><u>INDEPENDENT CORRECTIONAL CENTRE VISITORS</u> Thirty Six Months (36) months contract for all ICCV positions.</p>
<u>SALARY</u>	:	R66 117 (3/8th) per annum (Level 05 on part time notch) + 37% in lieu of Benefits.
<u>CENTRE</u>	:	<p>KwaZulu - Natal Region Regional Office: Durban - Ref No: JI 44/2022 Durban Medium A, Medium B, Medium C and Female Correctional Centres Ref No: JI 45/2022 Empangeni Correctional Centres - Ref No: 46/2022 Mthunzini Correctional Centres - Ref No: 47/2022 Pietermaritzburg Medium A Correctional Centre - Ref No: 48/2022 New Hanover Correctional Centre - Ref No: 49/2022 Ixopo Correctional Centre - Ref No: 50/2022 Nkandla Correctional Centre - Ref No: 51/2022</p> <p>Eastern Cape Management Region: Bizana Correctional Centre - Ref No: JI 52/2022 Flagstaff Correctional Centre - Ref No: JI 53/2022 Mount Ayliff Correctional Centre - Ref No: 54/2022 Elliotdale Correctional Centre - Ref No: 55/2022 Mthatha Medium Correctional - Centre Ref No: 56/2022 Lady Frere Correctional Centre - Ref No: 57/2022 Dordrecht Correctional Centre - Ref No: 58/2022 Cofimvaba Correctional Centre - Ref No: 59/2022 East London (Medium A) Correctional Centre - Ref No: 60/2022 Fort Beaufort Correctional Centre - Ref No: 61/2022 Butterworth Correctional Centre - Ref No: 62/2022 St Albans (Max) Correctional Centre - Ref No: 63/2022 East London (Medium B) Correctional Centre – Ref No: 64/2022 Regional Office: East London - Ref No: 65/2022</p> <p>Western Cape Management Region: Drakenstein (Medium B) Correctional Centre - Ref No: JI 66/2022 Goodwood Correctional Centre - Ref No: 67/2022 Pollsmoor (Remand) Correctional Centre - Ref No: JI 68/2022 Worcester Correctional Centre - Ref No: JI 69/2022 Brandvlei Correctional Centre - Ref No: 70/2022</p> <p>Central Management Region: Winburg Correctional Centre - Ref No: JI 71/2022 Grootvlei Correctional Centre - Ref No: JI 72/2022 Boshof Correctional Centre - Ref No: JI 73/2022 Groenpunt (Medium) Correctional Centre - Ref No: JI 74/2022 Sasolburg Correctional Centre - Ref No: JI 75/2022 Bizzah Makhate Correctional Centre - Ref No: JI 76/2022 Bethulie Correctional Centre - Ref No: JI 77/2022 Goedemoed Correctional Centre - Ref No: JI 78/2022 Regional Office: Bloemfontein - Ref No: JI 79/2022</p> <p>Northern Management Region: Christiana Correctional Centre - Ref No: JI 80/2022 Heidelberg Correctional Centre - Ref No: JI 81/2022 Baviaanspoort (Maximum) Correctional Centre - Ref No: 82/2022 Kgosi Mampuru (Central) Correctional Centre - Ref No: 83/2022 Kutama-Sinthumule Correctional Centre - Ref No: 84/2022 Thohoyandou (Medium A) Correctional Centre - Ref No: 85/2022 Barberton (Medium B) Correctional Centre - Ref No: 86/2022</p>
<u>REQUIREMENTS</u>	:	Grade 12 and computer literacy knowledge. A recommendation of nomination as an ICCV by a community organization. Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Driver's license and own transport will be an added advantage.
<u>DUTIES</u>	:	The successful candidates will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900

Eastern Cape: Ms J Gericke/Mr S Sani; Tel No: (043) 722 2729
Western Cape Management Region: Ms J Gericke/Mr G Wicomb; Tel No: (021) 421 1012
Central Management Region: Mr. M Prusent/Ms Y Mdlalose; Tel No: (051) 430 1954
Northern Management Region: Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 30 May 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 a new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. 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 17/183 : **ADMINISTRATION OFFICER REF NO: 22/VA43/NW**

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

CENTRE : Potchefstroom Magistrate Court

REQUIREMENTS : 3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; ; Manage the strategic and business planning process; 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 and human resources in the office 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.

ENQUIRIES : Ms. L. Shoai Tel No: (018) 397 7054

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

- POST 17/184** : **SENIOR COURT INTERPRETER: REF NO: 22/59/FS**
 Re-advertisement, candidates who previously applied are encouraged to re-apply
- SALARY** : R261 372 - R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Virginia
- REQUIREMENTS** : 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 driver's license. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical thinking, Problem solving, Planning and organizing, Confidentiality, Ability to work under pressure. Language Proficiency: English, Afrikaans, Sesotho, isiXhosa and IsiZulu.
- DUTIES** : 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** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hands deliver to Physical Address, 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 03 June 2022, 15h30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. 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). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POSTS

- POST 17/185** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/NC/05/2022**
- SALARY** : R744 255 per annum, (all inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Public Service Commission Northern Cape Provincial Office, Kimberly
The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. Three (3) to five (5) supervisory/ASD years' experience in forensic Investigations/ Investigations/ Auditing/ Fraud

and Anti-Corruption. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES : Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/directions/ advice. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

ENQUIRIES : Dr Wendy Melwich Tel No: 053 832 6222

POST 17/186 : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER REF NO: SAO: COM/05/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Public Service Commission House (Pretoria)
REQUIREMENTS : Ideal candidate's profile: A three year post matric qualification (National Diploma or Bachelor's Degree) in Social Sciences, Public Administration/Management or Human Resource Management (NQF Level 6/7). At least 2 – 3 years' relevant experience. Advanced computer literacy in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with Integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation and a valid driver's license (with exception of people with disabilities).

DUTIES : The successful candidate will: render administrative support to the Commissioner. Provide secretary and personal assistant services to the Commissioner. Control expenditure in the Office of the Commissioner. Coordinate information for the Commissioner's reporting and cluster commitments. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administer office correspondence/ documents/reports. Make travel and accommodation arrangements and processing claims thereof. Draft and type correspondence/documents including PowerPoint presentations. Maintain and manage the filing system. Organise meetings/ workshops and take minutes during meetings. Administer the Commissioner's diary. Act as a receptionist for the Commissioner and the Office. Liaise with internal and external stakeholders on behalf of the Commissioner.

ENQUIRIES : MS LC Viviers Tel No: 012 352 1145

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 30 May 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver’s license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications 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. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The 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 within one month of appointment.

OTHER POST

- POST 17/187** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION NORMS AND STANDARDS ENFORCEMENT AND COMPLIANCE REF NO: DPSA 16/2022**
- SALARY** : R744 255 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R876 705 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B. Degree in Public Administration or equivalent qualification at NQF level 7 in the field. Minimum of 3 years’ experience at an Assistant Director level (ASD). Minimum 5 years appropriate experience. Must have the following competencies: Managerial skills, decision making, stakeholder management, change management, project and program management, research, diversity management, negotiation and facilitation, Generic problem-solving solving, decision making, interpersonal relations, presentation, report writing, computer literacy and conflict management, Technical skills: services delivery theory and practice, compliance & enforcement, monitoring and evaluation and systems design. Knowledge of the Constitution of the Republic of South Africa, Government legislation, Public Service legislative and policy framework, Government programs such as the NDP, Key strategic priorities of Government, and sound understanding of operations management.
- DUTIES** : To develop and implement prescripts, including enforcement response plans and enforcement orders, for the enforcement of the Public Administration norms and standards. To develop and implement prescripts, including compliance orders, for compliance to Public Administration norms and

ENQUIRIES

standards. Monitor and enforce compliance by departments and other relevant institutions, and assist with reporting to the MPSA. Provide technical and implementation support to institutions.
: Mr. Kuben. Govender Tel No: (012) 336 1581

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.



CLOSING DATE : 27 May 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 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 17/188 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/184**

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 : Durban Regional office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Built Environment, Facilities Management. Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills,

integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure. SKILLS: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organising, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding, trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.

DUTIES

: The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.

ENQUIRIES APPLICATIONS

: Mr NN Vilakazi Tel No: (031) 314 7265
 : Durban Regional 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

POST 17/189

: **ASSISANT DIRECTOR COMPUTER AUDITS REF NO: 2022/185**

SALARY CENTRE REQUIREMENTS

: R382 245 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Auditing/Financial Accounting/Computer Science qualification or related. Professional Qualification as CIA/CISA will be added advantage. Practicing auditor with 3 years minimum experience in Compute/IT Auditing. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of IIA/ISACA Knowledge of Teammate and driver's license will be an added advantage. Prepared to be subjected to security clearance.

DUTIES

: Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation;; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.

ENQUIRIES

: Mr. L Gayiya Tel No: (012) 406 1402

APPLICATIONS : Head Office Applications: 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

POST 17/190 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2022/186**

SALARY : R321 543 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Provisioning or related qualification. Appropriate experience in fleet management environment. Personal Attributes: Ability to work under pressure. People oriented. Hard working. Assertive. Ability to communicate at all levels. Trustworthy. Punctuality. Self-motivated. Ability to work independently. Skills: Effective communication. Planning and organizing skills. Budget analysis. Report writing. Basic numeracy. Computer literacy. Analytical thinking. Interpersonal relations. Client liaison. General office administrative and organizational skills. Knowledge: Effective communication. Planning and organizing skills. Budget analysis. Report writing. Basic numeracy. Computer literacy. Analytical thinking. Interpersonal relations. Client liaison. General office administrative and organizational skills.

DUTIES : Ensure effective fleet management services: Ensure procurement, registering and licensing of fleet. Keep a detailed history for every vehicle in the fleet. Maintain detailed records of vehicle servicing and inspection. Ensure strict servicing and maintenance times to minimise downtime and maintain schedules. Ensure regular vehicle maintenance to ensure operational efficiency. Compile monthly utilization report of fleet vehicles. Process subsidized vehicle scheme: Verify the authenticity, accuracy and correctness of applications for subsidized vehicles. Present applications to the committee. Notify the applicants with regard to their application status. Manage, verify and process the log books. Ensure compliance with the 70/30% threshold regarding the utilization of the subsidized vehicle. Prepare payments for excess payments payable to subsidized vehicle users for accident claims. Certify the processing of transport related payments claims on fleet, rental and subsidized vehicles. (Traffic admin fees/vehicle damages).Ensure that a file on occurred damages and losses cases is open. Verify that all required documents are on the file. Refer a case to Legal Services for further investigations. Inform the driver about the outcome. Effect payment on suspense account or arrange recoveries from guilty parties based on instructions received from legal services/state attorneys. Refer the matter to HR payroll for PERSAL deduction. Inform finance about any payment made. Manage the suspense account. Prepare write off submissions. Ensure the payment of transport related expenditure within 30 days. Manage the administration of travel arrangements:-Ensure timeous hotel and flight reservations. Ensure authorizations for trips. Address any accommodation related problems. Maintain relevant forms and registers. Verify all subsistence and travel claims. Process all payments of travel agents. Supervise employees to ensure an effective service delivery-General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work .Manage performance and conduct discipline supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRES APPLICATIONS : Mr V Msimango Tel No: (011) 713 6251

FOR ATTENTION : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

POST 17/191 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/187**

SALARY : R261 372 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Administration or Equivalent. Appropriate experience administration. (Specifically targeting people with disabilities only). Knowledge: Procurement and tender regulations, occupational health and safety, Labour Relations Act, Public Finance

Management Act. Personal attributes: Innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people orientated, hard-working, highly motivated. Skills: Effective communication skills, report writing, numeracy, computer literacy, ability to work with consultants, professionals and staff at various levels, relationship management, interpersonal and diplomacy skills, analytical thinking, problem solving skills, decision making skills motivational skills.

DUTIES

: Provide effective and efficient administrative support services- order cleaning material and equipment from suppliers, administer documentation for requisitions and reports; organise office logistical matters, verify the purchase and distribution of cleaning materials and equipment, supervise cleaning personnel, administrate office correspondence, documents and reports, organise meetings and workshops, and document record thereof. Effective administration of the budget and financial planning regarding cleaning services-determine budget requirements, monitor expenditure according to budget limits, recommend the purchasing of cleaning materials and equipment, prepare financial reports; respond to audit reports.

ENQUIRIES

: Mr D Nyoni Tel No: (011) 713 6213

APPLICATIONS

: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION

: Mr M Mudau

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 quoting the name of the post on the subject line
- CLOSING DATE** : 27 May 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. 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 (NSG) 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.

MANAGEMENT ECHELON

- POST 17/192** : **DIRECTOR: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/2022/43**
Branch: Integrated Transport Planning
Chief-Directorate: Freight Logistics
Sub-Directorate: Logistics Infrastructure
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A Recognised NQF level 7 in Transport Management, Transport Planning, Public Administration, Economics preferably in Freight Logistics with a minimum working experience of 5 years at MMS level. Sound knowledge of Freight Logistics Operations and Infrastructure or experience in the transport industry will be an added advantage. Note: The following will serve as recommendations: Sound knowledge of Freight Logistics Operations and Infrastructure or experience in the transport industry will be an added advantage. Compilation of management reports, PFMA, Communication Skills (Verbal & Written) Computer literacy; Governance related to information. Financial Management, Strategic Capability & Leadership (SCL), People Management & Empowerment (PME)- Project/Programme Management (PPM), Client Orientation and Customer Focus, Change Management.

- DUTIES** : Ensure the NFLS, 2005 and the Road Freight Strategy of 2017 are fully implemented, Establish Task Team to ensure that the Road to Rail Movement of Cargo is fully implemented by 2024. Develop modal strategies to enhance and improve logistics infrastructure and operations, Develop a National Truck Stop Framework and Implementation Plan for Ministerial Approval. Develop an Intermodal Facility Framework/Strategy, Research to be conducted on existing intermodal facilities, their role and projected growth, and ascertain government's infrastructural requirements. Develop a carrier guidance framework and implementation plan at primary and secondary school level. Ensure Integrated Planning amongst all Freight Logistics Infrastructure and Operational Stakeholders, liaise with all existing planning forums to ensure integrated planning with regards to Freight Logistics. Attend Municipal Transport Technical Committees to ensure synergy in freight logistics planning as required. Ensure stakeholder management at all times (internal and external) for optimal integrated freight logistics planning processes. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department, Manage the planning and or implementation of freight logistics projects, Manage and control the Directorate, Provide guidance and adequate support to the staff in the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate. Manage the budget for the directorate (authorise expenditure). Compile the annual report and strategic plan of the Directorate. Plan, organise and delegate work. Ensure monitoring & evaluation is carried out and reported on. Represent the directorate at SMS.
- ENQUIRIES** : Mr Clement Manyungwana Tel No: (012) 309 3405
NOTE : Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Logistics Infrastructure"
- POST 17/193** : **DIRECTOR: CORRIDOR PERFORMANCE AND INFORMATION PLATFORMS REF NO: DOT/HRM/2022/44**
Branch: Integrated Transport Planning
Chief-Directorate: Freight Logistics
Sub-Directorate: Corridor Performance and Information Platforms
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
REQUIREMENTS : A recognised NQF Level 7 qualification in Transport Management, Logistics, Law, Economics, Information Systems or the built environments or any other relevant related with a minimum working experience of 5 years at MMS level. An additional finance and/or ICT qualification would be an added advantage. Note: The following will serve as recommendations: Extensive knowledge in various methods and tools for freight information collection. Freight information data analysis. Business analysis in relation to freight logistics. Business writing skills. Experience in developing freight corridor performance indicators. Proven track record of stakeholder management, relationship building and contract management. Knowledge of routine accounting procedures, systems and technology in the Public Service. Sound knowledge of the PFMA Division of Revenue Act, prescripts & Treasury Regulations. Knowledge of Government accounting standards (GRAP). Knowledge of applicable legislative and regulatory requirements / Frameworks, policies and standards. Principles of Organisational skills and planning. Departmental accounting, planning and budgeting policies and procedures. Analytical and problem solving skills. Communication Skills (Verbal & Written) Computer literacy; Governance related to information. Financial Management, Strategic Capability & Leadership (SCL), People Management & Empowerment (PME)-Project/Programme Management (PPM), Client Orientation and Customer Focus, Change Management.
- DUTIES** : Manage and develop monitoring systems to measure the performance of freight corridors. Provide Research and Identify bottlenecks in the various corridors. Recommend performance measure strategies that could be implemented in the various corridors. Manage and develop corridor

performance strategies, Manage and develop corridor funding and investment strategies. Ensure buy-in from all stakeholders in the development of the various corridor strategies. Manage and develop sub-sectoral strategies. Coordinate activities and implementation of the National Freight Logistics Strategy. Develop an implementation plan for corridors. Ensure that there is reliable, current information on freight flows, Manage the collection and analysis of data from the corridor networks, Weigh bridges and terminals and other sources. Continuously update the national freight databank. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department, Manage and control the Directorate, Provide guidance and adequate support to the staff in the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate. Manage the budget for the directorate (authorise expenditure). Compile the annual report and strategic plan of the Directorate. Plan, organise and delegate work. Ensure monitoring & evaluation is carried out and reported on. Represent the directorate at SMS.

**ENQUIRIES
NOTE**

: Mr Clement Manyungwana Tel No: (012) 309 3405
 : Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Corridor Performance and Information Platforms"

OTHER POST

POST 17/194

: **DEPUTY DIRECTOR: BEE IMPLEMENTATION, MONITORING AND EVALUATION REF NO: DOT/HRM/2022/47**
 (Branch: Integrated Transport Planning)
 (Chief Directorate: Modelling and Economic Analysis)
 (Directorate: Black Economic Empowerment)
 (Sub-directorate: Implementation, Monitoring and Evaluation)

**SALARY
CENTRE
REQUIREMENTS**

: R882 042 per annum (Level 12), (all-inclusive salary package)
 : Pretoria
 : A recognised NQF Level 6/7 qualification in BCom Economics, Business Administration, Public Administration, Transport Logistics or equivalent with 5 years' experience of which 3 years at middle management (Assistant Director level). The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, legislations and policies. Understanding of Corporate Governance. PFMA, EEA, PPPFA, SDA. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal and People Management. Leadership qualities. Pay attention to details. Apply systematic approach. Ability to work under pressure. Good verbal and written communication. Excellent computer skills. Project Management as well as above average analytical skills.

DUTIES

: The Incumbent will: Complete negotiation process in finalising eight sub-sector charters and formulate final strategy and sub-sector charters. Do project plan for each sub-sector on issues that need to be followed-up in all meetings. Coordinate Transport BEE Charter Launch. Develop project plan for the launch with task allocation for the team. Develop BEE related programmes in the department and industry as a whole. Develop BEE procurement policy to assist in implementing targets for public Sector charters. Develop implementation, monitoring and evaluation framework/system for all eight sub sectors. Align all eight sub-sector charters to DTI codes of good practice. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the department. Manage project resources, project budget and resource allocation. Manage the sub-directorate. Monitor and ensure effective and efficient co-ordination of activities. Plan, organize and control activities pertaining to the component. Compile, maintain and monitor the sub directorate's strategic and annual performance plan.

**ENQUIRIES
NOTE**

: Mr. M Ngcamu Tel No: (012) 309 3693
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the

abovementioned position on the subject line when applying i.e. "Deputy Director: BEE Implementation Monitoring and Evaluation"

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 27 May 2022
- NOTE** : Applications must quote the reference/post number and submit a fully completed signed and dated NEW Z83 form, which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". A recent updated comprehensive CV with at least names of three (3) referees with current contact details and e-mail addresses; copies of ID, Matric and highest qualifications should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Failure to submit the requested documents 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) and furnish this Department with an evaluation certificate from SAQA. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records and qualification verification to determine the suitability of a person for employment. The successful candidates will be required to enter into employment contracts and a performance agreement within 3 months of appointment and will have to disclose their financial interests.

OTHER POSTS

- POST 17/195** : **REMUNERATION SPECIALIST**
Directorate: Independent Commission for the Remuneration of Public Office Bearers
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor's Degree/ Advanced Diploma OR equivalent qualification on NQF level 7. A Professional Certification in Global Remuneration Practice (GRP) will add as advantage. A minimum of 3-5 years' experience in HRM, remuneration and benefits analysis environment, in one of the following institutions: Government, National Parliament / Legislature, Judiciary, Constitutional Institution and Traditional Leadership structures in South Africa; and at least 3 years should be at middle management services. Exposure to statistical data analysis and interpretation, good knowledge of the applicable legislations framework and sound understanding and application of job evaluation principles. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques.
- DUTIES** : Provide remuneration research, administration and reporting support to the Head of Secretariat of the Independent Commission for the Remuneration of Public Office Bearers (Commission) with regards to specified public office. Conduct research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant position:

authorities, judiciary and traditional leadership structure. Monitor and review all processes relating to remuneration of relevant office bearers. Report to and advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stakeholders in the relevant institution with regard to remuneration issues, Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the commission with regard to specified public office bearer positions in different spheres of government. Prepare submissions in respect of remuneration within the relevant institutions.

ENQUIRIES : Mr. K Futhane Tel No: (012) 300 5995

POST 17/196 : **ASSISTANT DIRECTOR: VETTING INVESTIGATION (X2 POSTS)**
Directorate: Internal Security
Job Purpose: Conducting vetting field-work investigations in line with the prescripts.

SALARY : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's Degree in Social Sciences OR equivalent qualification on NQF level 7. A minimum of (three) 3 to five (5) years' investigation experience. A valid driver's licence. Short courses in the following areas, analysis, conflict management, listening and interviewing skills. Skills and competencies: Problem solving and analysis, decision making, team leadership, analytical skills, self-management, customer focus and responsiveness, creativity, communication skills, computer skills, delegation and development of others, planning, organising and execution, ability to manage conflict, diplomacy, language proficiency, listening skills, insight and report writing skills.

DUTIES Conducting vetting field-work investigations i.e. gather relevant information, conducting proper analysis and quality check on the information, compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis and conducting vetting investigations in respect of secret and top secret levels; 2. Provide inputs for the development, implementation of policies, guidelines, norms and standards in vetting investigations i.e analyse, research and evaluate all vetting related information, assist in development, implementation and maintenance of investigation operating procedures, provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the National Intelligence Agency (NIA) and other related agencies i.e Liaise regularly with NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information, establish and promote relationships with external stakeholders, including credit information providers to access information. Administer files and partake in task teams dealing with matters related to vetting projects/processes i.e participation in projects and task teams dealing with a variety of subject areas, administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated, advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines and conduct vetting and security related research and development.

ENQUIRIES : Ms. L Mphahlele Tel No: (012) 300 5865

POST 17/197 : **ASSISTANT DIRECTOR: ACQUISITIONS**
Directorate: Supply Chain Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus Bachelor's Degree/Advanced Diploma in Supply Chain Management/Public Administration or Management or equivalent qualification (NQF level 7). A minimum of 5 years' experience in Supply Chain Management environment with 3 years at supervisory level (level 8) in Acquisition Management. Competencies: Computer skills, strong communication skills at all levels, both oral and writing; excellent report writing skills, strong managerial skills, client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures,

and Logistical Information System (LOGIS). Central Supplier Database , The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the following key performance areas: Liaise with ASD: Demand Management and end-users in coordinating the department's Demand and Procurement Plan. Ensure that the department procure needs in line with Demand and procurement plan. Liaise with end-users and suppliers/service providers on request for goods and services. Ensure administration of procurement (from specification/terms of reference approval to publication of awards) is in line with applicable legislations. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Prepare bid documents in terms of approved specifications/terms of references; publish invitations to bids; receiving and opening of bid documents; coordinate bid committee meetings; and preparing and publishing awards. Liaise all stakeholders regarding procurement requirements (i.e. end-users, suppliers/service providers, other government institutions). Ensure adherence to the timeframes as indicated in the process flow by divisions. Ensure a proper record management for both quotes and bids proceedings. Authorization of request for quotations (RFQ). Ensure that request is pre audited and checked for compliance before approval. Advise the on different method of procurement and any other procurement related query. Prepare and submit weekly, monthly and quarterly reports to relevant stakeholders. Supervision of subordinate.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951

POST 17/198 : **SUPPLY CHAIN OFFICER: ACQUISITION (X3 POSTS)**
Directorate: Supply Chain Management
(1-year contract)

SALARY CENTRE : R261 372 per annum (Level 07)
: Pretoria

REQUIREMENTS : A Senior Certificate plus a three year Degree/National Diploma in Logistics/Supply Chain Management/Public Administration or Management or equivalent qualification on NQF level 6. A minimum of 1-year experience in Supply Chain Management environment. Competencies: Computer skills, Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). Central Supplier Database , The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the following key performance areas: Receive and process applications or request from help desk. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit report relating to work done to the supervisor. Attend to quires. Prepare and submit progress report. Assist with bids when required.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951

POST 17/199 : **SUPPLY CHAIN OFFICER: LOG SHEET RECONCILIATION**
Directorate: Supply Chain Management

SALARY CENTRE : R261 372 per annum (Level 07)
: Pretoria

REQUIREMENTS : A Senior Certificate plus a three year National Diploma in Supply Chain Management/ Logistics/ Transport/ Fleet Management or equivalent qualification on NQF level 6 with a minimum of 1 year experience in logistics and transport environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation. Knowledge management: Problem solving and analysis. Program and project management. People management and

- empowerment. Change management. Public Service Regulatory Framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques.
- DUTIES** : The successful candidate will be responsible for the following key performance areas: Analysing of petrol transactions; tracker reports; monthly returns (log book, petrol slips, trip forms and garaging forms) and tracker reports against logbooks. Comparison of kilometers on the log books against tracker reports. Reconciliation of Log sheets and Transit Solution batches. General office duties.
- ENQUIRIES** : Mr C Serutle Tel No: (012) 308 1969
- POST 17/200** : **SUPPLY CHAIN OFFICER: ORDERING**
Directorate: Supply Chain Management
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a three year National Diploma in Supply Chain Management or related field, or equivalent qualification on NQF level 6. A minimum of 1-year experience logistics related experience OR a Senior Certificate with three (3) years' experience in logistics management. Knowledge of Supply Chain Management procedures. Experience in LOGIS. Knowledge of PPPFA, PFMA and Treasury regulations. Good communication skills (written and verbal).
- DUTIES** : The successful candidate will be responsible for the following key performance areas: Check and verify the Acquisition batch by checking the following: Alignment of the quotation to the End-user's specification. Approval of the application of purchase by the responsibility manager. Availability of funds from the cash flow for the acquired goods/services (item code). Confirm the following supplier's information from Central Supplier Database (CSD). Supplier's details aligned to the printed CSD information by Acquisition. Supplier's banking details. Compare the CSD banking information with the Supplier's banking details on LOGIS. Capture the requisition onto the LOGIS. Create the sequential Requisition Number. Capture the Procurement Advice (PA) on store items. Capture the Procurement Advice and link it with the quotation. Sign the Procurement Advice. The system will print the Order Form, Cost Centre Form and Simultaneous receipt (for Transit Unit). Scan the approved order form and send it by means of e-mail to the appointed/preferred Supplier together with the covering letter and their quotation. Carbon copy the end-user on the e-mail for notification purposes. Print the proof that the Order and other relevant documents were sent to the supplier. File the Order Form, PA, Simultaneous Report, Cost Centre Form and correspondence to the supplier to the same Acquisition Batch.
- ENQUIRIES** : Mr Dankie Sindane Tel No: (012) 300 5947

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 16 dated 06 May 2022, Social Worker (**For Weskoppies Hospital**) with Ref No: REFS/WKH/13/04/2022, with the closing date of 20 May 2022 has been withdrawn. Kindly note that the post of Pharmacist Assistant Post Basic (**for Medical Supplies Depot**) with Ref No: MSD2022/06 advertised in the Public Service Vacancy Circular 16 dated 06 May 2022, the salary Notch has been amended as follows: R211 509 – R238 260 per annum. We apologise for the inconvenience caused.

OTHER POSTS

- POST 17/201** : **MEDICAL SPECIALIST REF NO: REFS/013916 (X1 POST)**
Directorate: Obstetrics and Gynaecology
Re-advert, Applicants who previously applied are advised to re-apply
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, (all inclusive package)
Grade 2: R1 283 592 - R1 362 363 per annum, (all inclusive package)
Grade 3: R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
: MBCHB and FCOG or MMed qualification in obstetrics and gynecology. Proof of registration as a Specialist Obstetrician and Gynaecologist with the HPCSA, ability to work with all Unit Members e.g. Other Specialists, Registrars, MO's, Student, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for Obstetrics and Gynecology.
- DUTIES** : In and outpatient service delivery in General Gynaecology OPD and Antenatal clinic: Ward rounds in our high risk Labour ward, consultations with other specialists. Ward round, handover rounds, intake ward round, post intake rounds, Preoperative and Postoperative ward rounds. Implement and monitor adherence to National Core Standards (norms and standards). Reduce Medical Litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate, diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g. death certificates, PPIP forms, Maternal deaths forms,). To act as domain trainer for the Interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties covering emergencies in maternity; and urgent surgical and gynaecological cases. Academic: Supervision of Registrars, MO's, Interns and Students in the clinical training, ward rounds.
- ENQUIRIES APPLICATIONS** : Dr. S Mosehle Tel No: 012 529 3336
: The specific reference must be quoted. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 27 May 2022, closing time will be 12h00.

POST 17/202 : **SOCIAL WORKER SUPERVISOR REF NO: SOS/28/2022 (X1 POST)**
Directorate: Social Work Services

SALARY : R389 991 per annum
CENTRE : Johannesburg Health District
REQUIREMENTS : A recognized 4-year Bachelor's Degree qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker, with a minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP, knowledge, skills and experience in health -related social work. Skills are essential. District Management experience will be an added advantage. Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Organizing and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills Must be in possession of a driver's license and be computer literate.

DUTIES : 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 programs is rendered; Attend to any other matter that could result in, or stem from, social instability in any form; supervise employees; 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; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mrs. RS Mabyana Tel No: 011 694 3709
APPLICATIONS : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za

NOTE : A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should 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. please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

CLOSING DATE : 27 May 2022

POST 17/203 : **PROFESSIONAL NURSE REF NO: REFS/013957 (X1 POST)**
Directorate: Quality Assurance
Re-Advert

SALARY : R260 760 - R302 292 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice. R425 (i.e. Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (General, Psychiatric and Midwifery). A minimum of 3-5 years appropriate/recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in comprehensive nursing. At least 1 year of the period referred above must be appropriate / recognizable experience working in Quality Assurance unit or as a quality champion in the wards. Extensive knowledge in customer care service program. Experience in customer care service programs in health institution. Relevant knowledge and understanding of legislative framework applicable to Quality Assurance in the public health facility. Computer literacy in MS Office Package (MS Word, Ms Excel, and Ms PowerPoint). Presentation skills. Competencies: The applicant must have ability to interact with diverse stakeholders, health care users and

givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Problem solving skills, Good interpersonal relations. People management skills, teamwork skills, self-motivated and goal orientated. Must have ability to work under pressure and be a creative thinker.

DUTIES : Ensure effective management of Quality Assurance Services package in the health facility. Coordinate the Quality Assurance programs: Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Batho Pele Principles). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities including IHRM. Coordinates the development and implementation of QIPs, Implement complaint management system, Management of the Patient Safety Incidents. Participate in the clinical audit and clinical risk management. Conduct trainings of employees on Quality Assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about Quality Assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mrs GM Tabane Tel No: (012) 529 3427
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE : Applicants who previously applied are advised to re-apply. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit certified documents. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal record check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 27 May 2022, closing time will be 12h00.

POST 17/204 : **SECRETARY REF NO: 013981**
Directorate: Administration

SALARY : R176 310 – R207 681 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus
REQUIREMENTS : A Grade 12 with a minimum of 1-2 years' experience as a Secretary/PA. A National certificate in Office administration/Management, Public Management or Secretarial certificate/Project Management. Computer literacy or Certificate in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks, work under pressure and meet the tight deadlines. Prepared to go an extra mile. Coordinate logistical arrangements for meetings when required. Valid Driver's Licence will be added as an advantage.

DUTIES : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports. Overall management of the office administration function. Provide secretarial /PA support.

ENQUIRIES : Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS : Applications should be submitted strictly online at www.gautengonline.gov.za
NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za.

NOTE : Application must be accompanied by a fully completed New Z83 form, comprehensive Curriculum Vitae (CV), ID copy and qualifications which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, practical examination and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint.

CLOSING DATE : 27 May 2022

POST 17/205 : **WARD CLERK REF NO: JUB 17/2022**
Directorate: Admin ad Logistics

SALARY : R176 310 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 or std 10. One year experience in patients' affairs. Computer literacy (Certificate). Knowledge of PAAB System. Willing to work shifts, day, night, weekend, public holiday. Knowledge of Batho Pele Principles.

DUTIES : Admission and registration of patients on PAAB and manual system. Retrieval of files using Metro File System. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients using receipts. Balancing in-paying register at the end of every shift. Completion of GPF3, 4, 5 forms. Classification of patients. Admission and discharge patients from the wards. Update patients information in the wards. Other clerical services in the wards. Ordering of stationery. Compile monthly stats. The incumbent will be rotated between patients admin and wards.

ENQUIRIES : Ms M Makuwa Tel No: 012 717 9378
APPLICATIONS : must be submitted to Jubilee District Hospital, 92 Jubilee Road, Hammanskraal, Pretoria 0400. Postal Address: Jubilee District Hospital, Private Bag X449, Hammanskraal, Pretoria, 0400.

NOTE : Applications must be submitted on the new Z83 (application form), obtainable from any Public Service Department accompanied by updated CV, ID and all qualifications copies must not be certified and attached.

CLOSING DATE : 27 May 2022, Time: 15:30 PM

POST 17/206 : **FINANCE CLERK REF NO: JUB 18/2022**
Directorate: Finance

SALARY : R176 310 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12, or Diploma in Finance Management will be an added advantage. Eighteen (18) months relevant experience in finance. Knowledge of PAAB, BAS, SAP, UPFS, DORA, ICD 10 Code Treasury Regulations and PFMA.

DUTIES : Billing of different category of patients within 30 days. Retrieval of files for billing. Prepare and submission of invoices to third party funders. Perform incorrect levies and Annexure G. Analyse patients debt and make follow up (Debt Management). Collection of revenue from patients and other sources. Capturing receipts on SAP. Perform banking on daily basis. Make allocation of payment on PAAB. Manual receipting during downtime. Re journal of manual receipts. Any other duty as delegated by the supervisor.

ENQUIRIES : Mr G Phatshwane Tel No: 012 717 9300/9546
APPLICATIONS : must be submitted to Jubilee District Hospital, 92 Jubilee Road, Hammanskraal, Pretoria, 0400. Postal Address: Jubilee District Hospital, Private Bag X449, Hammanskraal, Pretoria, 0400.

- NOTE** : Applications must be submitted on the new Z83 (application form), obtainable from any Public Service Department accompanied by updated CV, ID and all qualifications copies must not be certified and attached.
- CLOSING DATE** : 27 May 2022, Time: 15:30 PM
- POST 17/207** : **PERIODIC MEDICAL OFFICER REF NO: REFS/013979 (X3 POSTS)**
 Directorate: Accident and Emergency
 Re-advert, Applicants who previously applied are advised to re-apply
- SALARY** : Grade 1: R395.00 per hour
 Grade 2: R452.00 per hour
 Grade 3: R524.00 per hour
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
 : Appropriate qualification (MBCHB) that allows registration with HPCSA as Medical Practitioner with Independent Practice at time of starting employment (i.e. those in community service who are still waiting for Independent Practice may apply). Basic life support course (BLS), plus either ACLS (Advanced Cardiac Life Support) or PALS (Paediatric Advanced Life Support) course. Candidates must be registered with HPCSA and have proof of current paid annual registration. No experience required for Grade 1. Dip PEC or other relevant diploma, and/or ultrasound training/accreditation will be an added advantage and /or will get preference.
- DUTIES** : Shift work in Accident and Emergency Medicine Department. Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration functions as required including for medico legal purposes. Commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr N.P. Moabelo Tel No: (012) 529 3061
 : The specific reference must be quoted. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 27 May 2022, closing time will be 12h00.
- POST 17/208** : **PERIODIC MEDICAL OFFICER REF NO: REFS/013980 (X1 POST)**
 Directorate: Obstetrics and Gynaecology
 Re advert, Applicants who previously applied are advised to re-apply.
- SALARY** : Grade 1: R395.00 per hour
 Grade 2: R452.00 per hour
 Grade 3: R524.00 per hour
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
 : Medical Degree (MBCHB) or equivalent, Professional registration with HPCSA, at least 2 years minimum experience in Clinical Medicine Post Community Service, Excellent Obstetrics and Gynaecology ultrasound skills.
- DUTIES** : Provision of clinical care to patients attending RHC, accurate and comprehensive medical records keeping data management. Training and supporting junior staff members at the clinic. To provide comprehensive medical care (Performing Choice of Termination of Pregnancy and Family planning services)and clinical support for patients attending Reproductive Health and Family planning unit within Obstetrics and Gynecology department.
- ENQUIRES** : Dr. S Mosehle Tel No: 012 529 3336

- APPLICATIONS** : The specific reference must be quoted. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 27 May 2022, closing time will be 12h00.

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 03 June 2022. No late applications will be considered.
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote retrospectivity (race, gender, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity, and valid driver's license (where driving/traveling is an inherent requirement of the job). Such copies need not to be certified upon application. Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 17/209** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: REFS/013967**
- SALARY** : R1 058 469 - R1 210 251 per annum, (Salary will be in line with the OSD framework)
- CENTRE REQUIREMENTS** : Sedibeng Region
Matric plus NQF Level7/Btech in Built Environment discipline coupled with a minimum of 6 years certified managerial experience. Competencies-programme and project management, project principles and methodologies, research and development, computer –aided engineering applications, technical report writing, technical consulting, and professional judgment. Decision making, team leadership, analytical skills, problem solving and analysis are additional requirement. Knowledge of the PFMA; construction building management; implementation of housing project technical procedures/methods. Building legislation and policies; project implementation processes and computer literacy, planning and organizing skills, training skills and communication skills. A valid driver's license. Compulsory registration with SACPCMP as a professional construction project manager.
- DUTIES** : Facilitate coordinate and monitor the implementation of Human Settlements programmes in the Sedibeng Region; Project Management processes applied

by management; PRT's and Municipalities to ensure the delivery of quality housing products and services within the approved budget; project management and implementations; staff management; budget control and monitoring- compile detailed housing delivery project budge and cash flow projections for each project, monitor and expedite effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions foe effectiveness, national , Provincial and Departmental policies and other relevant legislations.

ENQUIRIES

: Ms Khosi Kunene Tel No: 072 315 9992

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

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

- APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Towe.
- FOR ATTENTION** : Mr. A Memela
- CLOSING DATE** : 31 May 2022
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. 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. 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.

MANAGEMENT ECHELON

- POST 17/210** : **CHIEF EXECUTIVE OFFICER: INKOSI ALBERT LUTHULI CENTRAL HOSPITAL REF NO: G19/2022**
- SALARY CENTRE REQUIREMENTS** : R1 544 415 per annum (Level 15)
: Inkosi Albert Luthuli Central Hospital
: MBCHB/BCHD qualification and registration with the relevant professional body/ OR Other Health Professional qualification/ Nursing Profession and registration with the relevant professional body; a post graduate qualification in Public Health and /or Management and a minimum of 10 years Management experience in the Health sector at least at senior Management level. Recommendations: Strong behavioural attributes with the ability and stature to manage KPAs of highly qualified health specialist, Demonstrate an excellent knowledge of the public health sector. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies:-Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies:-Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to

promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES
NOTE

- : Mr T Moji Tel No: 033 395 2816
- : All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS

- : Address: Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE

- : 27 May 2022 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE

- : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the

post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 17/211** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: P 05/2022**
 Re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R1 073 187 per annum, (all Inclusive remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Commerce / Management / Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a procurement related environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive knowledge of procurement and SCM legislation and policies. Extensive knowledge of the requirements of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the Province. Extensive knowledge of Training/HR matters/Finance/Needs and priorities of stakeholders/planning and organization and managerial functions. Knowledge of advanced procurement and provisions and analytical methodologies. Advanced knowledge of the computer based programmes related finance and procurement. Communication skills. Analytical thinking skills. Computer utilisation skills. Policy formulation skills. Financial and Strategic management skills. Adaptability during changes to meet the goals. The ideal candidate should be an innovative thinker, a team player, problem solver as well as approachable.
- DUTIES** : Manage, co-ordinate, formulate and develop policy and procedures / Departmental Procurement Policy Framework, including the infrastructure procurement requirements of the CIDB. Manage and co-ordinate a Provisioning Support and control service. Oversee and manage the rendering of an efficient and professional Departmental Procurement Service within the Department and the relevant suppliers/distributors with specific emphasis on service delivery and Tender Administration Services. Manage and co-ordinate the processing of requesting, buying and ordering. Application of sound management and co-ordination, ensuring that the procurement of the Department is in accordance with the purpose of the Department's goals and objectives. Provide and co-ordinate SCM training to the Department and SCM staff. Overall control and management of staff under his/her control including the training and development thereof as well as the control and management of the Directorate's budget allocation.
- ENQUIRIES** : Mr JS Mbhele Tel No: 033 – 355 8008
FOR ATTENTION : Mr C McDougall

NOTE

: It is the intention of this Department to consider equity targets when filling this position.

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

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 27 May 2022
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by copies of qualifications, identity document and drivers licence and any other relevant documents such copies need not be certified when applying for a post. A comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed, e-mailed or late applications will be accepted. 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 accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level.

MANAGEMENT ECHELON

- POST 17/212** : **HEAD OF DEPARTMENT: DEPARTMENT OF HEALTH REF NO: HOD/DOH/05/2022**
(Five-Year Employment Contract)
Re-Advertisement: All candidates that applied previously are encouraged to re-apply.
- SALARY** : R1 544 415 per annum (Level 15), (all-inclusive remuneration package). All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. Candidates with medical qualifications and experience are encouraged apply. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and

empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.

DUTIES

: Reporting to the MEC of Health the incumbent will function as the Head of Department with the following main functions: Ensuring access to quality and specialized hospital services and the rendering of optimally responsive Emergency Medical Services within the Northern Cape Province; rendering of District Health Services (DHS) and strategic health programmes (includes HIV/AIDS, STI, TB and Maternal and Child health care) within the Northern Cape Province; Ensure the provisioning of clinical tools to selected PHC facilities to enhance ideal status; Accelerate the implementation of the HIV and Aids plan through the management of HIV preventative incidents; Ensure improvement in the management of HIV, TB co-infection, as well as accelerate the implementation of the TB crisis plan; provide strategic leadership in terms of the management of health sciences and training within the Northern Cape Province; Improve human resources for health on the basis of the strategy for human resources for Health; Setting the strategic focus of the Northern Cape Department of Health (organisational visioning and direction setting); Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Health (Leading the organisation); Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Health; Championing change within the Northern Cape Department of Health; Evaluating the performance of Northern Cape Department of Health on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Health; Developing and implementing an effective and efficient diversity management system within the Northern Cape Department of Health; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Health; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Health; Ensuring adherence to the MISS by the Northern Cape Department of Health; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Management and rendering of an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services; Facilitate the establishment of risk management capacity in the department; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Ensure the security threat and risk assessment is conducted for an Internal Security Policy. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

ENQUIRIES

: Mr. Justice Bekebeke Tel No: 053 838 2950

<u>POST 17/213</u>	:	<u>HEAD OF DEPARTMENT: COOPERATIVE GOVERNANCE, HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS REF NO: HOD/COGHSTA/05/2022</u> (Five-year employment contract)
<u>SALARY</u>	:	R1 544 415 per annum (Level 15), (all-inclusive remuneration package). All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance)
<u>CENTRE REQUIREMENTS</u>	:	Kimberley A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite.
<u>DUTIES</u>	:	Reporting to the MEC of Cooperative Governance, Human Settlement and Traditional Affairs the incumbent will function as the Head of Department with the following main functions: Provide strategic leadership in terms of the effective provisioning of Sustainable Human Settlements and Improved Quality of Household Life within the Northern Cape Province; Provide strategic leadership to facilitate a responsive, accountable, effective and efficient developmental local government system within the Northern Cape Province; Provide strategic leadership by ensuring an efficient and effective institution of traditional leadership that enhances sustainable development and service delivery within traditional communities that form part of the Northern Cape Province; Providing the MEC with information to discharge his functions in respect of the budget vote, questions from the legislature and other matters pertaining to the department; Facilitate, monitor and support the consolidation and sustainability phase at municipalities for integrated, sustainable service delivery – Local Government five strategic agenda; Promote and support inter-sphere engagement for integrated planning and coordination; Evaluating the performance of the Department on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Ensuring regional and international integration in terms of the services and functions of the Department; Facilitate the establishment of risk management capacity in the department; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; and Ensure operational efficiencies and strategic outputs of the Department. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.
<u>ENQUIRIES</u>	:	Mr. Justice Bekebeke Tel No: 053 838 2950

**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 17/214 : **DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 (RADIOBIOLOGY) (5/8TH POST)**

SALARY : Grade 1: R544 014 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist. Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist. Experience: A minimum of 3 years' appropriate experience as a Medical Biological Scientist in Radiation Biology. Competencies (knowledge/skills): Excellent knowledge of basic and clinical radiobiology. Knowledge of oncology and cancer biology. Knowledge of basic laboratory and clinical research methodology. Good analytical and communication skills. Ability to work well independently and in a team.

DUTIES : Scientific and clinical support (Clinical radiobiology, laboratory, protocol review and clinical audits. Administration and management (Health and safety, laboratory operations, training programs) Teaching and research (Student teaching and supervision, research project development, data collection, analysis and dissemination).

ENQUIRIES : A Hunter Tel No: (021) 404-3135

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

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

CLOSING DATE : 27 May 2022

POST 17/215 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**
(Rural Health Services)

SALARY : R473 112 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum requirement: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2022/2023. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Experience: A minimum of 3 years' appropriate experience in Occupational Therapy after registration with the HPCSA. Competencies (knowledge/skills) Sound knowledge and understanding of occupational therapy and health service-related acts, legislation and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.

DUTIES : Lead, coordinate and supervise the delivery of Occupational Therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.

ENQUIRIES : Ms EV Bruinders Tel No: (044) 802-4410
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
CLOSING DATE : 27 May 2022

POST 17/216 : **CHIEF ARTISAN: GRADE A (ELECTRICAL)**

SALARY : Grade A: R392 283 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate in the Hospital/Industrial Electrical Engineering Environment. Experience: 10 years post qualification experience at an Artisan/Artisan Foreman Level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to perform MV Switching and design, write, specifications, Project manage, manage people. High Level of Computer literacy. Multitask and Problem Solve in the Electrical Engineering Field.

DUTIES : Provide strategic planning for the Engineering Division and provide a maintenance service under the Engineering Division's control. Collect, Log, and Track repair requisitions and Electrical Projects. Perform Electrical work and perform MV Switching. Assist in ordering and controlling the workshop inventory, materials and tools. Manage all Contractors, Contracts and Liaise with Health Infrastructure and Engineering Staff. Handle and transfer all telephonic queries to relevant departments within the workshop and hospital and liaise with all relevant personnel in ensuring Groote Schuur Hospital is compliant with regulations and that service providers and agents are compliant. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment, Keep a record of all repairs and perform the necessary administrative functions.

ENQUIRIES : Mr D Smith Tel No: (021) 404-6201
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 May 2022

POST 17/217 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)
CENTRE : Delft Community Health Centre, Northern/Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Basic computer literacy. 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. Effective communication, interpretation, leadership, decision making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Co-ordinate and maintain an optimal, specialised nursing service in the emergency Unit. Effective integrated execution of all clinical programmes (i.e. Acute, Chronic, Emergency and trauma). Effective management of Support

Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, participation in training and orientation of staff), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including MDT. Effective communication on all levels of service delivery. Support to nursing services. Maintain professional growth and self-development.

ENQUIRIES : Mr MP Khohliso Tel No: (021) 954 2237
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General".

CLOSING DATE : 27 May 2022

POST 17/218 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE ADMIN (INFORMATION MANAGEMENT)**
 (Rural Health Services)

SALARY : R321 543 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Degree/Diploma (or equivalent). Experience: Appropriate experience in Health Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and work after-hours when required. Competencies (knowledge/skills): Thorough working knowledge of computer software systems: Sinjani, Clinicom, Net Term, BI. Knowledge of SCM process for procurement of ICT hardware, DITCOM process, and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, SharePoint) Knowledge with regards to Hospital data, FBU concept, Information Management policies, and Standard Operating Procedures, and Hospital business processes. Effective training, presentation, interpretation, communication, interpersonal, leadership, and conflict resolution skills. Logical thinker, with eye for detail and produce accurate and reliable outputs within a deadline-driven environment.

DUTIES : Coordinate, collect, collate, capture, and verify hospital data according to provincial policies and IM SOP. Perform data quality checks, control, monitor, verify, and submit to the next reporting level. Monitor data trends within the hospital. Coordinate information activities, campaigns, meetings, and training, within the hospital and provide support management and supervisor. Maintain information systems: hardware/ software. Oversee roll-out of new system applications and ICT equipment. Conduct internal audits. Perform People Management, labour, and disciplinary responsibilities of staff within your control.

ENQUIRIES : Ms GE Barnardt Tel No: (023) 348-6458
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 27 May 2022

POST 17/219 : **TYPIST**
 (Emergency and Clinical Services Support)

SALARY : R147 459 per annum
CENTRE : Forensic Pathology Service, University of Stellenbosch

<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 9 plus computyping. Experience: Appropriate experience of Dictaphone typing in a medico-legal environment. Inherent requirement: No criminal record. Willingness to work overtime on weekends and public holidays. Competency: Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Good interpersonal and organisational skills. Ability to work under pressure, interpret and apply policies. Computer literate (i.e. MS word and Excel).
<u>DUTIES</u>	:	Effective and efficient typing of post-mortem reports. Effective administrative support to Division for Forensic Medicine US/FPS. Effective management of Forensic database. Effective management of Forensic documentation.
<u>ENQUIRIES</u>	:	MS L Jansen Tel No: (021) 931-8043
<u>APPLICATIONS</u>	:	The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms CA Machelm
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.
<u>CLOSING DATE</u>	:	27 May 2022
<u>POST 17/220</u>	:	<u>CLEANER</u> (Central Karoo District)
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. (Attach proof) Experience: Appropriate experience as a cleaner in a Health Facility. Appropriate experience with the use of cleaning equipment, materials and detergents. Appropriate infection control and occupational health and safety experience. Inherent requirements of the job: Willingness to work shifts (weekends and public holidays) and willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Laundry, Kitchen) etc. Physically fit and able to lift and or move heavy objects and supplies. Competencies (knowledge/skills): Fluency (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practises. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Plan and organise cleaning of facility with available resources. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Ms C Frolick Tel No: (023) 541-1300
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 May 2022
<u>POST 17/221</u>	:	<u>FOOD SERVICES AID</u> (Metro Health Services)
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing and numerical abilities (basic mathematics). Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Physically strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen. The ability to read, speak and write in two of the three official languages of the Western Cape.

DUTIES : The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES : Mr R Broekhuizen Tel No: (021) 918-1385
APPLICATIONS : The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535

FOR ATTENTION : Ms V Marrion
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 May 2022

POST 17/222 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONS) (24 HOURS PER WEEK)**
Cape Winelands District

SALARY : Grade 1: R532 per hour
Grade 2: R608 per hour
Grade 3: R706 per hour

CENTRE : Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Family Physician). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and computer literacy (Ms Office: Word, PowerPoint and Excel). Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Clinical competencies (District Hospital package of care and PHC services). Skills in performing and supervising applied research projects. Skills in teaching, clinical teaching and clinical training.

DUTIES : Training complex coordinator for the registrar programme in partnership with the University of Stellenbosch Teaching, clinical teaching and clinical training of students. Performing or supervising research projects. Be part of the District Health management team and support management in the planning and governance of clinical services in the district. Support and develop, maintain and monitor protocols for proper clinical governance of the DHC services. Conduct and support clinical audits, appropriate to the needs of the district and liaise with specialists at the referral hospital.

ENQUIRIES : Ms H Liebenberg Tel No: 023 348 8118,
Handri.Liebenberg@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 May 2022