



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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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.

AMENDMENTS

: **DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE:** Kindly note that the post of Assistant Director: Investigation: Office of the DPCI Judge with Ref No: CSP/12/2022 advertised in Public Service Vacancy Circular 18 dated 20 May 2022. The centre of the post has been amended from Cape Town office to Pretoria Office. **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Please note that the below posts which

were advertised in Public Service Vacancy Circular 18 dated 20 May 2022, Personal Assistant with Ref No: HO2022/05/34 in the Enterprise Risk Management Directorate, Head Office has been withdrawn. The post of Assistant Director: Management Accounting Ref No: HO2022/05/34 should have been advertised as (X2 Posts). **PROVINCIAL ADMINISTRATION: NORTHERN CAPE: DEPARTMENT CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS:** Kindly note that the following posts were advertised in the Public Service Vacancy Circular 18 dated 20 May 2022, The Requirements have been amended as follows: (1) Chief Director: Human Settlements: Ref No: HS/01/5/2022, An appropriate Bachelor's Degree (NQF level 7) as recognized by SAQA, in Project management /Construction management/ Housing development coupled with minimum of 5 years' experience at a senior managerial level. (2) Director: Regional Heads Ref No: JTG 3/5/2022, NAM4/5/2022, PKS/5/5/2022, an appropriate Bachelor's Degree (NQF level 7) in public management/administration, a minimum of 5 years' experience in middle management. (3) Engineering (Production grade A) Ref No: HS/11/05/2022 and Ref No: HS/13/05/2022 was duplicated, any of the two will be accepted but only one post will be filled. (4) Deputy Director Housing Research And policy Ref No:HS14/05/2022, A relevant Bachelor's degree (NQF level 7) or equivalent qualification in Social science, with 3-5 years relevant experience at an Assistant Director level. Closing date is extended to the 10 June 2022 only for the above amended posts.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 10 June 2022 at 16:00

NOTE : DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related 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. 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 with the Department.

OTHER POSTS

POST 19/01 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/236**
Directorate: Tenure Reform Implementation

SALARY : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree in the field of Humanities / Social Science / Law. 3 years' experience in a Junior Management level. Job related knowledge: Thorough knowledge of land tenure security matters, Labour Tenant Act (LTA), Communal Property Associations Act (CPA), Extension of Security of Tenure Act (ESTA), Upgrading of Land Tenure Rights Act (ULTRA), Monitoring and evaluation, Strategic planning, Human resources management, Financial management, Supply chain management and Knowledge of economics. Job related skills: Communication skills (Excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus and Statistical forecasting. A valid driver's licence and willingness to travel.

DUTIES : Provide support to communal land tenure programmes. Liaise with stakeholders, (Department of Cooperative Governance and Traditional Affairs (COGTA), Congress of Traditional Leaders of South Africa (CONTRALESA), National House of Traditional Leaders (NHTL)) to ensure dispute resolution between parties. Ensure rights holders on communal areas are not being violated. Monitor agreements on communal land. Liaise on the interim measures on an annual basis as governed by Interim Protection of Informal

Land Rights Act. Assist the District in mediation between community members and traditional councils in land rights violation cases. Provide support to land rights programmes. Update and monitor database for land rights cases. Assist the District in mediation between the farm occupiers and farm owners in land rights violation cases. Negotiate an offer to sell with the farm owners. Facilitate out of court settlement between the parties. Engage the relevant stakeholders, regarding land rights matters. Facilitate relocation of farm occupiers. Refer the land rights violation cases to court through the Land Rights Management Facility (LRMF). Provide support to the legal representatives during court process. Facilitate the upgrading of tenure rights in terms of ULTRA. Conduct land rights awareness and capacity building to internal and external stakeholders (farm dwellers, farmers associations, Labour Tenants, non-governmental organization (NGOs), municipality, Department of Labour etc.). Establish, maintain and support communal property institutions. Facilitate the establishment of CPAs. Establish and maintain the CPA database. Conduct CPA workshops during and after registration of a CPA. Monitor the functionality of the CPAs. Intervene in the affairs of CPAs and serve as a conciliator during dispute resolution process. Attend to all CPA enquiries. Compile the CPA annual report on the functionality of CPAs to be tabled in Parliament. Establish and chair the district CPA forums. Conduct mediation, negotiations and round table conference for CPAs and similar entities. To assist the CPA wherein their property is being executed for non-payment of water irrigation bills. Refer non-compliant CPAs to the LRMF to intervene and mediate disputes and ensure regularisation. Monitor the panellist appointed by LRMF. Facilitate support to land dispute resolutions. Promote capacity building land dispute matters. Promote awareness on land rights. Facilitate the implementation of land rights policies, procedures, guidelines. Provide support to land tenure upgrading. Facilitate the involvement of Surveyor General Office in boundary dispute matters. Facilitate Labour Tenants applications and provide support thereto. Manage and Co-ordinate the processing of the Labour Tenant applications. Manage and Co-ordinate the referrals of unresolved matters to Court. Manage and Co-ordinate the issuance of Section 17 Notices and publishing on the Government Gazette. Manage and Co-ordinate the acquisition and allocation of hectares to Farm dwellers, ESTA Occupiers and Labour Tenants. Update and Monitor /Manage the Labour Tenants database.

- ENQUIRIES** : Ms M Senwana Tel No: (013) 754 8098
- 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/02** : **STATE VETERINARIAN REF NO: 3/2/1/2022/213**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc Degree recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. 3 years post qualification experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act and Treasury Regulations, Public Service Act, Labour Relations Act etc. Knowledge of Government policies and priorities in terms of Agriculture Land Reform and Rural Development. Understanding of relevant regional conventions and protocols. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Computer and Financial management skills. Statistical and Research skills. Ability to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.
- DUTIES** : Render veterinary services to ensure the health and welfare of the institution's livestock herds which would inter alia, include: Develop and approve animal health programs to follow in the different flocks and herds. Perform surgical procedures on livestock as required for research projects. Perform routine reproductive procedures such as laparoscopic insemination and embryo

transfers as required by the institute's livestock projects. Diagnose and treat sick animals. Perform post-mortems on animals that die and issue death certificates. Monitor compliance with regard to all animal health related matters. Perform inspections on animals and carcasses of animals slaughtered in the institution's abattoir. Serve on the Animal Welfare Committee of the institution and liaise with animal welfare organisations. Provide formal accredited training to college diploma students including: Determination of the training needs of clients and stakeholders. Identification of gaps in the curriculum and reviewing and developing appropriate interventions. Oversee the development and implementation of the academic curriculum in Animal Health. Peer reviewing of study material. Preparation of practical and theoretical lecturing material and study aids. Presentation of lectures and tutorials. Compilation of question papers and memorandums for assessments. Invigilation during exams and test. Support students through an advisory and consultative role. Provide training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line and support functionaries with regard to veterinary related issues. Perform applied research and administrative functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administration. Keep abreast of national and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service. Conduct applied research.

- ENQUIRIES** : Mr. T Herselman Tel No: (049) 802 6605
- 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 19/03** : **SYSTEM ANALYST REF NO: 3/2/1/2022/219**
Chief Directorate: Cadastral Spatial Information
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Information Technology / Software Development / Computer Science (NQF6). 3 years' experience at junior management level in the design of new Information Technology solutions, modifying, enhancing or adapting existing systems. Team leadership experience. Experience in system design, development and project implementation. Experience in modelling using modelling tools e.g. Visio etc. Understand principles of system design and architecture. The Open Group Architecture Framework (TOGAF) certification. Information Technology Infrastructure Library (ITIL) Certification (Foundation Level or above). Ability to work in a legislated environment. Job related knowledge: good understanding of Geo-Spatial information environment. Familiar with the following methodologies: Software Development Life Cycle (SDLC), Product Development Life Cycle (PDLC), Agile, Waterfall. Knowledge of Cadastral Spatial Information Framework, Geo-Spatial Database, production processes and procedures. Familiarity with the Project Management Tools. Knowledge of Public Finance Management Act, (Supply Chain Management procedures, tenders, specification writing, call for quotations). Job related skills: Communication skill, Administrative skill, Public Financial Administration skills, Training skills and Stakeholder management skills. A valid driver's licence.

- DUTIES** : Conduct research, development and advise National Geomatics Management Service on maintaining currency and efficacy of the Cadastral Information System. Coordinate activities related to the design, configuration and implementation of the Cadastral Information System. Gather, analyse and document requirements for the selection, implementation and support of the Cadastral Information System. Collaborate in the testing of configuration with department representatives; communicate with the internal customers, network and server administrators and vendors to ensure that National Geomatics Management Service is using the systems to their full potential and in accordance with the practice. Develop and deploy strategies, standards and methodologies and best practices for implementation, maintenance and upgrades of information systems. Provide management and oversight of the multiple technology projects. Collaborate with stakeholders at all levels in the formulation of plans and activities to support project implementation. Identify potential points of resistance or confusion and develop specific plans to mitigate or address concerns. Facilitate the maintenance, support and upgrading of existing systems. Coordinate and communicate software upgrades, enhancements and changes with vendors, consultants and internal customers. Oversee integration between multiple systems, either through in-house or outsourced development. Compile and maintain an inventory of all software and systems assets, and corresponding contacts and agreements. Analyse technical literature and provide explanations understandable to end-users. Coordinate and manage activities related to the design, configuration and implementation of the Cadastral Information System. Collaborate in the testing of software programs and applications; communicate with network and server administrators, vendor, end-users and software developers to ensure quality assurance, program logic and data processing; develop, implement and disseminate information on best practices for application usage. Coordinate feasibility studies for software and system products under consideration for purchase and provide findings and recommendations. Develop and coordinate training, including development of training materials, user procedures and training curriculum; conduct training sessions as necessary; develop and maintain user documentation, implementation and maintenance plans. Create custom administration and quantitative reports for internal customers based on business requirements.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/04** : **DEPUTY DIRECTOR: HUMAN RESOURCE BENEFITS REF NO: 3/2/1/2022/223**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Human Resources Management / Public Management / Public Administration. 3 years' experience at Junior Management level in Human Resources Management. Working knowledge and understanding of the legislative framework governing the Public Services. Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Computer literacy. Interpersonal skills. Communication skills. Organisational skills. Project Management skills. Conflict Management skills. Financial Management skills. A valid driver's license.
- DUTIES** : Administer human resource leave, long service recognition. Improve the overall leave circular by setting out procedures in the Branch. Conduct leave audits. Quality assure the Long Service Recognition (LSR) Awards submission. Monitor the logistical arrangement for Long Service Recognition (LSR) certificates hand-over. Monitor the administration of Incapacity leave (PILIR) process. Monitor human resource allowance-s and orders frequently. Manage the verification of source documents for the payment of acting allowances. Ensure implementation within the stipulated timeframes. Compile and manage monthly management information reports. Ensure adherence to human resource benefits policies on an on-going basis. Interpret and implement human resource benefits policies. Develop guidelines and procedures to

ensure appropriate service benefits processes in the Branch. Provide technical advice on matters affecting the provisioning of service benefits in the Branch. Provide advice and conduct information sharing and capacity building sessions in the Branch. Manage and ensure administration of all service benefits i.e. salaries, housing, pension, state guarantee etc. are carried out timeously. Conduct advocacy session to market and raise awareness on the provision of service benefits to the employees of the Branch. Co-ordinate human resource service terminations according to policy. Monitor the administration of service terminations. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Provide human resource pension information. Conduct advocacy session to market and raise awareness on the provision of service benefits to the employees of the Branch. Administer human resource relocation and redeployment accordingly. Manage compliance with the relocation policy and procedures. Provide advice on issues relating to relocation and redeployment accordingly.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.

NOTE : African, Coloured, Indian and White Females, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 19/05 : **LAW LECTURER REF NO: 3/2/1/2022/224**

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS : Office of the Chief Registrar of Deeds (Pretoria)
National Diploma in Deeds Registration / National Diploma Law / Advanced Diploma: Estate Planning and Administration (NQF 7) qualification. Buris / B Proc / LLB. 4 years' experience at supervisory level in Deeds environment. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Research and information analysis, Legislation governing the Deeds Registry. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial Management skills. Project Management skills. Facilitation and presentation skills. Drivers licence.

DUTIES : Facilitate functional training. Determine the training needs and requirements of the branch. Draft or Provide inputs and update study material. Present training. Assess all evaluations for training presented and compile report. Consolidate and analyse presenters report. Conduct research on training / legislation / case law / practice and procedures. Determine the purpose of research and the methodology to be used when conducting research. Research on topics. Analyse information gathered during research. Update study material / Training manuals. Compile or quality assure research report. Provide inputs and advice on legal matters. Make inputs on case law / legislation / practices and procedures. Make inputs for Registrars conferences and amendments to Deeds Registries Act and Sectional Titles Act. Draft articles for publication. Consolidate inputs and distribute agenda for DTAC meetings. Provide opinion on enquiries received from both internal and external clients. Conduct monitoring and evaluation on uniformity in practices and procedures. Assess the standard of examination. Inspect the examination tools. Assets action plan.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.

NOTE : African, Coloured, Indian and White Females, Coloured and Indian Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post

that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

- POST 19/06** : **BUSINESS ANALYST REF NO: 3/2/1/2022/225**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma / Degree in Computer Science / Information Technology. 3 years' experience at management level in IT environment. Business Process Re-engineering (6 SIGMA). Business and systems Analysis. Business Process modelling (IDEF, BPEL, BPML). Functional design and user requirement specifications (UML). Business case development. Benefits realisation management. Basic finance and accounting. Understanding of the Application Development Process (SDLC). Working knowledge of BPM Toolsets such as CaseWise or ARIS and Project Management. Business analysis skills. Communication skills. Team worker skills. Facilitation skills and Good judgement and assertiveness skills. Ability to work under pressure and a valid driver's license.
- DUTIES** : Coordinate and manage the analysis of business needs, objectives and goals of Deeds / ICT program / projects. Conduct needs analysis. Conduct cost benefit analysis. Draft Processes, i.e., AS-IS and TO-BE. Facilitate the drafting of business requirement for all projects. Incl. business requirements specification, user requirements specification's, functional requirements specifications and technical requirements specification. Develop action plans to execute strategy initiatives. Monitor implementation of processes and ensure level of quality is produced. Define roles and responsibilities for initiatives. Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality; and. Provide expertise contribution to the project team in all areas of business analysis. Document and manage business processes for the Branch: Deeds, instructions and procedures and all related business process. Determine and analyse the current organisational structure, goals and objectives of the unit concerned. Plan, set and run determine business process workshop. Draft business processes, instructions and procedures and all project related business process design and analysis using UML, process flows, use cases. Facilitate the review sessions with the workshop attendees. Facilitate sign-off of the business processes. Contribute to the establishment of the business process management (BPM) service offering and instrumental in business process re-engineering (BPR). Conduct quality management for all deeds programme / projects for initiatives. Check if business requirements are met throughout the project execution. Conduct product quality reviews against requirements. Conduct product acceptance assessment and facilitate sign off. Conduct user satisfaction surveys on products delivered. Escalate issues with relevant stakeholders to ensure that quality of services is maintained. Apply correct standards and procedures in the delivery of ICT / any projects. Develop and facilitate test cases and conduct testing with the development team and end-users. Perform user acceptance testing. Manage benefits realisation for Deeds Registration ICT initiatives and investments. Monitor if the projects / programme fulfil the strategic requirements / Objectives. Perform post implementation business systems and impact evaluation. Ensure solutions / systems are utilised as planned. Identify project / initiatives benefits. Identify and engage benefit owners for all ICT initiatives. Develop benefit realisation plan. Implement benefit realisation plan. Undertake post project benefit review. Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- ENQUIRIES** :
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

- POST 19/07** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/226**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma in Human Resources Management / Public Management / Public Administration. 3 years' experience at Junior Management level in Human Resources Management. Performance Management and Monitoring. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. Policies and practices in HR functions. Organisational planning, co-ordination and execution. Project management. Team management. Interpersonal skills. Interview skills. Computer literacy (Excel, Word, PowerPoint, PERSAL). Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. The ability to work efficiently and effectively at all times. Ability to keep confidential information. A valid driver's licence.
- DUTIES** : Manage recruitment and selection. Oversee consolidation and implementation of branch recruitment plan. Quality check advertisement packs (advertisement, advert requests, job profiles) and submit for approval. Oversee turnaround times of recruitment and selection process and take remedial steps. Check the compiled statistics and submit statistical reports. Oversee the appointments, promotions, and transfers with the branch. Develop guidelines and procedures to ensure appropriate recruitment and selection process within the department. Manages the placement of job advertisement on relevant advertising media. Provide technical support to various programs and ensure that secretariat service is provided during recruitment and selection. Provide technical advice on matters affecting recruitment and selection in the department. Perform all the phases of incorporating the new recruits into the relevant systems of the department which administers recruitment and selection. Liaise and establish good relations with relevant stakeholders. Manage the process of verification of qualification and security screening by National Intelligence Agency (NIA) and South African Qualifications Authorities (SAQA). Develop, implement and monitor EE plans. Monitor adherence of offices with their approved Employment Equity Plans and provide report. Manage support services to SMS and MMS. Advise Senior Managers and Middle Managers on the benefits and implications of structuring salary packages. Manage the human resource and salary system of the deeds. Execute functions for controlling the PERSAL system. Authorize and allocate PERSAL users access to utilize the system as and when the need arises. Manage and ensure that all PERSAL users are competent before they are authorized to utilize the system. Implement directives from relevant authorities with regard to any amendment, review etc on the functions of the system. Monitor compliance and conduct audit on the utilization of the system by programs and offices. Respond to Audit queries on matters affecting the recruitment and selection as and when there are queries. Develop, implement and monitor human recourse policies and procedures. Develop human resource policies and procedures for the branch. Manage and the implementation of the human resource policies within the branch. Develop attraction and retention programmes. Facilitate the implementation of the Retention Strategy. Facilitate the request for approval of retention of staff and granting of higher offers. Coordinate and advance negotiation process and verify employment offers. Oversee lateral transfers.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Females, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

- POST 19/08** : **DEPUTY DIRECTOR: PROPERTY LEASE REF NO: 3/2/1/2022/239**
Directorate: Property Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Agriculture, Law or Property Management. 3 years' experience in a Junior Management level in property management or related field. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) of 1999, Government Immovable Asset Management Act of 2007, Land Reform: Provision of Land and Assistance Act of 1993, State Land Disposal Act of 1961 and any other relevant law. Job related skills: Project management skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Communication skills (verbal and written), Problem solving and decision making skills, Planning and organizing skills, Facilitation and presentation skills, Report writing skills and Interpersonal relations skills. A valid driver's licence and willingness to travel.
- DUTIES** : Manage compliance with land management system and support to the District. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Development of lease schedule for all state properties. Administer the signing of land and caretaker agreements. Finalize and facilitate signing of leases and caretaker agreements. Keeping records of original contract and inspection reports. Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Coordinate and conduct inspection of state properties. Barcoding of assets. Secure, protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Provide secretariat services to beneficiary selection committee. Administer the signing of land and caretaker agreements. Ensure proper usage and maintenance of warehoused and leased assets. Barcoding of assets. Secure and protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Manage compliance with land management system and support to the District. Ensure proper usage and maintenance of warehoused and leased assets.
- ENQUIRIES** : Mr S Njoni Tel No: (013) 754 8120
- 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** : Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/09** : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2022/215**
Directorate: Grootefontein Agricultural Development Institute
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate NQF level 8 with Economics and / or Agricultural Economics as major subjects. 3 – 5 years relevant experience required. Job related knowledge: Public Finance Management Act, Project management, Knowledge of economic and financial (advanced) analytical techniques. Job related skills: Computer literacy, Planning and organising, Statistical skills, Negotiation skills (advanced), Communication and presentation skills (advanced). A valid driver's licence.
- DUTIES** : Continuous in-depth scientific analysis and research in the field of agricultural economics. Establishment and management of financial study groups for farmers. Compiling and updating of livestock and crop enterprise budgets. Undertake feasibility studies and relevant research projects. Publication of articles in scientific, semi-scientific and popular journals. Present papers at National and International Professional Congresses and Industry Congresses. Undertake and oversee the application, adaptation and / or development of simulation models for profitability and viability of livestock farming in the arid zones. Identify and prioritize the opportunities and threats (variables / non-variables) impacting on the viability and sustainability of livestock farming. Collect, verify, interpret and evaluate data (historical / current / possible future

- local and international) on opportunities and threats (variables / non-variables) in relation to viability and sustainability of livestock farming. Validate the reliability of economic models. Forecast / project possible outcomes within a specific environment / situation. Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia include the following: Determine the training needs of clients and industrial role players (liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and / or short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity building plan. Conduct classes in agricultural management and economics. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessment. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Undertake and oversee the provision of advice to internal and external stakeholders on agricultural economic matters. Liaise with relevant role-players in the livestock industry. Provide advice on viability of different scenarios on request. Provide general advisory and extension support services to clients. Monitor and analyse efficiency indicators obtained from individual production units to identify managerial aspects to improve profitability and sustainability. Conduct short courses and presentations for training purposes. Perform administrative and related functions which would, inter alia, entail the following: Give input towards policy. Provide inputs for budget planning. Compile and submit reports. Guidance to internal clients, co-workers etc. Participate in developing the annual work plan. Comply with the Public Service prescripts and departmental policies. Human resource responsibility including: Supervise supervisees. Development of supervisees. Maintain discipline. Plan and prioritize work of supervisees. Performance management. Develop, implement and maintain databases.

**ENQUIRIES
APPLICATIONS**

: Mr. T Cebani Tel No: (049) 802 6725
 : 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

NOTE

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

POST 19/10

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/188 (X2 POSTS)**
 Directorate: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Northern Cape (Kimberley)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Labour Relations, Human Resource Development, Public Administration / Public Management (NQF Level 6). 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA) and Public Finance Management Act (PFMA). Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence. The Personal and Salary Administration System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new

developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshop / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Performance Development Planning (PDP). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure the EPMDS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated services with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that the employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation of PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances with the prescribes period.

ENQUIRIES
APPLICATIONS

: Mr C Makebe Tel No: (053) 830 4000
: Applications can be submitted by post to: Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

NOTE

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

POST 19/11

: **SENIOR LECTURER REF NO: 3/2/1/2022/214**
: Directorate: Grootfontein Agricultural Development Institute

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Eastern Cape (Middelburg)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Agriculture or Bachelor Honours Degree in Agriculture or Postgraduate Diploma in Agriculture (NQF 8) with specialisation in specified fields of study (major subjects). Compulsory registration as assessor /

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

POST 19/12 : **ASSISTANT DIRECTOR: CREDITORS REF NO: 3/2/1/2022/227**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 3 years' supervisory experience in accounting environment with specific focus on creditors and payments. Public Financial Management Act. Treasury Regulations. Public Service Regulation. Knowledge of Financial Accounting Systems (Accrual Accounting software, ACCPAC or related system). Knowledge of internal control system on payments or creditors. Supervision skills. Written and verbal communication skills. Computer skills. Presentation skills. Interpersonal skills. Good Liaison and team working. Planning and organising. A valid driver's license.

DUTIES : Settle all payments due to creditors within 30 days from receipt of invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Review creditors and petty cash reconciliation. Review accrual / misallocations journals. Check / posting invoice adjustment for misallocation identified on the financial system. Check / posting documentation for sundry payments and petty cash. Provide support and guidance to clients. Verify information on pre-check register for payment (banking details and amount). Posting payment batch on Accpac. Make payment for debtors refund and S & T. Maintain creditor's age analysis. Prepare age payables report. Provide comments on aged invoices. Analyse and investigate long outstanding invoices and doing follow-up. Monitor commitment control account for the entity. Coordinate commitments control report from all cost centers. Analyse comments and make follow-up on long outstanding invoices. Consolidate commitment reports. Provide inputs on the preparation of the financial statements. Prepare sundry creditors accruals. Prepare and provide document for audit queries / requests. Compile supporting documents for clearing of misallocations. Provide creditor's month-end reports (30 days reports, Age analysis and consolidated commitment reports from all Deeds Offices). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Maintain filling for remittance advice / pay-slips. Maintain filling supplier's invoices. Verify recording of check numbers and payment date on AP Reconciliation. Maintain filing for Standard Bank EFT reports.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.

NOTE : Coloured, Indian and White Females, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 19/13 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2022/228**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management/ Public Administration/ Public Management. 3 years' supervisory experience working in the Demand Management environment. The Constitution of the Republic of South Africa. Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations. Public Service Regulations. Preferential Procurement Regulations. Construction Industry Development Board (CIDB) Act. CIDB Standard for Uniformity in Construction Procurement and Best Practice Guidelines. Broad-Based Black Economic Empowerment with its codes of good practice. National Treasury SCM Guidelines for Accounting Officers. National Treasury Instruction Notes and Circulars. Computer literacy skills. Problem solving skills.

- DUTIES** : Administer Demand Management Plan (DMP) and Procurement Plan (PP). Facilitate and prepare Branch Communique for submission of Demand Management Plans. Analyse, advise and verify development of Demand Management Plans for all operational units / offices. Facilitate approval of operational units / offices' Demand Management Plans. Consolidate Demand Management and submit for approval. Analyse Consolidated Demand Management Plan and develop the Procurement Plan. Facilitate approval of the Procurement Plan. Submit verified and approved Consolidated Demand Management Plan and Procurement Plan. Monitor and report on the implementation of the approved Procurement Plan. Provide support and guidance to clients. Conduct market / industry analysis and develop credible sourcing strategies. Facilitate the market / industry analysis. Analyse availability of Central Supplier Database suppliers versus commodities projected on the approved Demand Management Plan and Procurement Plan. Identify, initiate, facilitate and implement sourcing strategies (term contracts, transversal contracts, bulk procurement and direct sourcing) for commodities projected on the approved Demand Management Plan / Procurement Plan. Provide support and guidance to clients. Facilitate the development and review of specifications. Provide advice in the development of specifications. Provide advice in the nomination of bid specification and evaluation committee members. Facilitate approval of Bid Specifications and Evaluation Committees. Facilitate and coordinate bid specification meetings. Align specifications / terms of reference, pricing schedule, minutes and submit for approval and publishing. Provide guidance and support to clients. Provide management response for audit request / queries and submit to supervisor. Review and implement risk register. Implement internal and external audit action plan. Manage procurement deviation registers, documents and Code of Conduct for SCM Practitioners and role players. Maintain procurement deviation registers. Obtain, analyse and safeguard relevant supporting documents for all procurement deviations. Advise clients on proper procurement deviation processes. Communicate and obtain signed Code of Conduct from all SCM Practitioners and role players.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Females, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 19/14** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/2/1/2022/229**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Financial Management / Diploma in Logistics / Purchasing Management / Supply Chain Management/ Public Administration/ Public Management. 3 year's Supervisory experience in Supply Chain Management, Assets environment. Knowledge of Financial Accounting Systems. Accpac and any asset management related system. Generally Recognised Accounting Practise standard (GRAP). Treasury Regulations. Performance Management and Monitoring. Government systems and structures. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times. A valid driver's licence.
- DUTIES** : Assist to develop, implement and monitor acquisition, maintenance and disposal plans for assets. Allocate and capture barcodes to newly procured assets. Distributing newly purchased assets to end users. Requesting fixed asset control forms for audit purposes. Filing of Asset Management forms for

audit purpose. Conduct monthly spot checks. Ensure implementation of the Asset Management strategy plans. Review a comprehensive Asset Management plan. Advise on asset to be procured. (Comments on support or not supported). Update and manage newly acquired asset. Check movements of assets. Asset counts and verifying against asset register. Physical scanning and investigation on the results. Conduct investigation on the results. Select damaged asset and request report from office. Identify number of redundant assets on the floor. Prepare verification report. Prepare monthly reconciliation between assets Asset Register and Ledger and annual reconciliation. Review reconciliation between Assetware and ACCPAC system. Identify discrepancies and rectified them on the system. Maintain call register of consultant. Prepare and check documents for audit request. Provide guidance and support to client. Review and implement risk register. Implement external and internal audit action plans. Manage disposal of assets. Prepare disposal register. Draft disposal memorandum. Verify removed assets.

- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Females, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 19/15** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 3/2/1/2022/240**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 3 years' supervisory experience in a financial accounting / reporting environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal Skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Business skills. Analytical skills. Budget forecasting skills. Valid driver's license.
- DUTIES** : Review the general ledger accounts and resolve anomalies. Reconcile general ledger accounts and attend to exceptions. Supervise / Review all transactions required for month end closure and review month-end reporting file. Analyze a Trial balance, reconcile suspends and clearing accounts. Investigate long outstanding transactions on general accounts and liaise with relevant managers. Prepare documents for audit purpose. Maintain and update an irregular, Fruitless and Wasteful expenditure register and submit to supervisor on a monthly basis. Supervise / review the compiling of documents for theft and losses and provide recommendations to Loss Control Committee. Review bank reconciliation and resolve anomalies. Supervise / review the reconciliation of transactions on the bank statement with cashbook. Attend to exceptions. Supervise / review the reconciliation or balance between Bank GL accounts and cashbook. Supervise / review management of petty cash. Review monthly statements of cash flow movements. Prepare documents for audit request / queries. Providing support and guidance to clients. Review general journals and investigate Irregular, Fruitless and Wasteful Expenditure. Review compiled journals to address discrepancies. Review the preparation of journals for reversal of accruals. Review the general journals register. Identify and compile documentation for Irregular, fruitless and wasteful expenditure. Update Irregular, fruitless and wasteful expenditure register. Investigate and reconcile irregular, fruitless and wasteful expenditure register cases. Compile reports and representation letter as recommended by Financial Compliance Committee. Prepare documents for audit requests / queries. Provide support and guidance to clients. Prepare working documents for financial statements. Compile source documents for financial statements file. Review working

- papers submitted from other sub-directorates and addresses discrepancies. Prepare source documents and calculations for amortization of finance leases. Compile Year-end and Interim Financial Statements preparation plan.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian, White Male and Female and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 19/16** : **SENIOR HUMAN RESOURCE PRACTITIONER: DEEDS RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/230**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Human Resources Management / Public Management / Public Administration. 2 years' experience in Human Resource environment. Labour and Employment Legislation. Human Resource Policies. Public Service Regulation Policies. Interpersonal skills. Computer Literacy. Written and Verbal Communication. Negotiation skills. Conflict resolution skills. Problem solving skills. Facilitation skills. Interpretation skills. Investigation skills. Analytical skills. Team work. Working under pressure. Valid driver's license.
- DUTIES** : Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 19/17** : **SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/2/1/2022/231**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : 3-year National Diploma / Degree in Financial / Supply Chain / Purchasing Management/ Public Administration/ Public Management. 2 years' experience in Supply Chain Management in particular Acquisition Management. Public Finance Management Act. Treasury Regulations. Preferential Procurement Regulations Policy Framework Act (PPPFA). Preferential Procurement

		Regulations. Departmental SCM procedures and Policy. Computer literacy. Interpersonal Skills. Administration Skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Teamwork. Working under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain suppliers / service providers database. Print and issue Applications Forms to register on the Deeds supplier / service provider Database. Receive and check applications form completeness and submit for capturing. Vet Suppliers based on the registration criteria including CIPC database, Professional body, SARS and National Treasury database of Restricted Suppliers and Register for Tender Defaulters. Review captured applications and submit for Vendor Number and capturing / verification and approval of banking details. Notify suppliers / service providers and relevant Deeds Registry office of registration on the database system. Administer procurement of goods and services by means of quotation process. Receive the procurement instruction and compile quotation documentation based on evaluation method to be used to evaluate quotation or proposal. Invite suppliers / service providers to submit quotation or proposal. Receive quotation or proposal and check responsiveness and evaluate quotation or proposal. Administer procurement of goods and services by means of bidding process. Preparing bid documents and advertising of bids. Coordinating briefing / information sessions where necessary. Receiving bid offers and checking for compliance with the responsiveness criteria. Coordinating evaluation of bid offers and recommendations process. Vetting of recommended bidders and preparing bid evaluation reports and submit for approval. Ensure adherence to Supply Chain Management policy, delegations and standard operating procedures. Keep up to date with the latest developments on policy, delegations and standard operating procedures as well as the relevant update as introduced by the National Treasury. Assist in the preparation of management information, statistics and reporting on Acquisition Unit. Maintain requisition reports. Prepare reports for all procurement through quotations above R100 000. Maintain bid register. Maintain deviations report.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian, and white Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 19/18</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: CONTRACTS REF NO: 3/2/1/2022/232</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Office of the Chief Registrar of Deeds (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) / Degree in Financial / Logistics / Supply Chain / Purchasing Management/ Public Administration/ Public Management. 2 years' experience in contract management. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Computer Literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Team work. Working under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain contract and commitment register. Update the contract register. Monitor the payment of suppliers and update the commitment register. Monitor the start and end date of contracts. Advise the relevant end-user and supplier of the contract expiry date. Supervise contract administration. Verify contract documents. Communicate the award of contracts. Publish the award of contracts. Facilitate security vetting process. Administer variations, price adjustments, amendments, cancellations and addenda to contracts. Administer dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Safeguard contract documents. Facilitate the development of contracts and service level agreements / special conditions of contract. Prepare service level agreement / special conditions of contract in-

conjunction with the end-user. Facilitate service level agreement / special conditions of contract discussions / negotiations between the department and contractors. Facilitate the vetting of service level agreement / special conditions of contract by legal services. Facilitate the signing and acceptance of contracts. Monitor supplier performance. Monitor supplier performance according to the contract and service level agreement. Monitor supplier continuous compliance against all contract conditions. Maintain proper relationship with suppliers within the code of ethics. Review and reconcile monthly reports. Facilitate meetings in accordance with the contract and service level agreement. Monitor the implementation of all meeting resolutions.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.

NOTE : Coloured, Indian, and white Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 19/19 : **SENIOR STATE ACCOUNTANT: REVENUE AND DEBTORS MANAGEMENT REF NO: 3/2/1/2022/233**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 2 years' experience in the field of Management Accounting. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Generally Recognised Accounting Practice (GRAP). Knowledge of ACCPAC. Computer Literacy. Good written and verbal communication skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem Solving and Decision-Making skills. Time Management skills. Business skills. Analytical skills. Valid driver's licence. Willingness to travel.

DUTIES : Supervise administration of revenue. Check reconciliation of revenue between DRS and Accpac. Investigate variances identified. Submit reconciled reports for verification. Monthly reporting. Supervise administration of banking services. Check allocated and captured bank statements transactions on Accpac. Verify allocation of adjustments captured on Accpac. Reconciliation of AR / Cash clearing account. Monthly reporting. Administer and supervise debtors. Supervise administration of interdepartmental claims. Administration of internal debtors. Verify allocation of adjustment captured on Accpac. Attend to customer queries. Monthly reporting. Ensure effective, efficient, and accurate response to audit request for information. Effective implementation of internal controls to reduce errors. Supervise administration of cash. Verify captured receipts from clients. Oversee safe guarding of state money. Reconcile deposit for banking. Reconciliation of UCRD account. Monthly reporting.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.

NOTE : Coloured, Indian and White Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 19/20 : **SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE AND PAYROLL MANAGEMENT REF NO: 3/2/1/2022/234**

SALARY CENTRE : R321 543 per annum (Level 08)
: Office of the Chief Registrar of Deeds (Pretoria)

- REQUIREMENTS** : National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 2 years' experience in Salary administration. Public Finance Management Act (PFMA). Treasury Regulations. PERSAL (Salary Administration). Expenditure Management. BAS, ACCPAC etc. Policies, procedures, and prescripts. Good written and verbal communication skills. Financial Management skills. Interpersonal Skills. Computer software skills (good excel skills). Resource planning skills. Problem solving and Decision-making skills. Time Management skills. Business skills. Analytical skills. Analytical skills. Ability to work under pressure to meet strict deadlines. Driver's license.
- DUTIES** : Administer Payroll. Collection, reconciling of payroll reports and pay slips. Distribution of payrolls and payslips to various directorates and regional offices. Coordination of salary advice and ensure that payrolls reports are returned timeously within the allocated time frames. Compiled reports on certified payrolls runs, clearing of payroll suspense account and attend to comments made on the payroll reports. Maintain filing storage of payroll reports and handle queries related payroll. Administer Tax. Reconcile tax monthly and ensure that all amount owed to SARS are paid before month- end. Ensure EMP201 and 501 are reconcile and submitted timeously to avoid penalties. Request of Tax directives. Calculation of tax on manual payment. Administer Salary Transactions. Implementation of deduction and processing of salary allowances. Amending of official information on PERSAL as per employee request such as tax method, bonus date, banking details etc. Preparing of recall and reversal for official not terminated timeously on PERSAL. Compiling of last pay certificate for transfers. Circulation of debt route form to other section such as bursary, salary overpayment. Provide reports and inputs for financial statements. Prepare monthly, annual accrual journals for salary administration. Monitor, Investigate and clear salary administration suspense's accounts. Assist on clearing audit queries, implement audit action plans and risk management, inputs for an update risk register.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001, before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 19/21** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 3/2/1/2022/241**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 2 years' experience in an accounting and reporting environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Practice (GAAP). Knowledge of ACCPAC. Computer Literacy. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem solving and Decision-making skills. Time Management skills. Business skills. Analytical skills. Valid driver's license. Willingness to travel.
- DUTIES** : Prepare and compile the Month-end reporting file. Perform monthly reconciliations of general ledger accounts as per Trial Balance. Reconcile suspense and clearing accounts on monthly basis (Account payables, PERSAL, Account receivables and Assets management) and follow up with responsible managers. Analyse completeness and accuracy of comments on outstanding balances of sub-ledger accounts submitted for month-end reporting. Investigate long outstanding general ledger accounts and provide recommendation. Prepare monthly statement of cash flow movement. Prepare the month-end reporting file with supporting. Supervise bank reconciliation and petty cash. Review daily cash book reconciliation and submit to supervisor for verification. Confirm that the bank statement balances with cash book on daily

basis. Supervise issuing, replenishment, and proper usage of petty cash in line with petty cash policy. Prepare documents for audit request / queries. Providing support and guidance to clients in relation to Financial accounting processes and procedure. Compile general journals and reconcile general ledger accounts. Investigate and identify discrepancies to capture journals including supporting documents to correct misallocations and misstatements. Prepare and process journals to clear suspense and clearing accounts before month-end. Prepare accruals and provisions journals as per Interim and year-end financial statement preparation plan. Analyse and reconcile general ledger accounts as per Trial Balance. Investigate misallocations, adjust errors on general ledger accounts. Prepare monthly accrued interest journals and finance lease related journals. Prepare documents for audit request / queries. Provide support and guidance to clients. Investigate theft and losses. Identify new cases / transactions related to Thefts and losses within all Deeds Registries. Maintain Thefts and loss register and provide comments of outstanding cases monthly. Compile memorandums of Thefts and loss cases to be presented to Loss Control Committee and submit to supervisor. Prepare and process documentation to implement a debt or write off based on Loss Control recommendation.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE : African, Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 19/22 : **OFFICE ASSISTANT REF NO: 3/2/1/2022/242**

SALARY : R261 372 per annum (Level 07)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Secretarial / Office Administration / Management. 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave

register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE : African, Coloured, Indian and White Females, African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 19/23 : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 3/2/1/2022/235**

SALARY : R176 310 per annum (Level 05)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : A grade 12 certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females, African, Coloured, Indian Males and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
- POST 19/24** : **SECRETARY REF NO: 3/2/1/2022/243**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : Grade 12 Certificate. Relevant experience in a secretarial environment. Job related knowledge: Advanced computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette. Sound organisational skills, Good people skills, Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Good grooming and presentation. Ability to work under pressure. Willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion. High level of confidentiality.
- DUTIES** : Provide a secretarial / receptionist support services to the Director. Receive telephonic calls and refer them to the relevant role players if not meant for the Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipments e.g. fax machines, scanners and photocopiers. Provide a clerical support services to the Director. Liaise with travel agencies to make travel arrangements for the Director. Check the arrangements when relevant documents are received. Arrange meetings and events for the Director and other staff in the unit. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Process the travel and subsistence claims for the Director. Process all invoices that emanates from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondences and reports. Do filing of documents for the Director. Administer matters like leave registers and telephonic accounts for the Director. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to his / her work environment to ensure efficient and effective support to the Director. Study the relevant Public Service and the Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Maintain an electronic document tracking system. Capture and update register (requests, action list). Distribute the documents to relevant officials. Monitor compliance in terms of time frame determined by the Director by sending reminders. Inform the Director of delays or non-compliance to due dates.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Sathege
- CLOSING DATE** : 10 June 2022
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DBE Website and/or any Public Service Department. Use of the old Z83 Form may result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POST

- POST 19/25** : **DEPUTY DIRECTOR (MST CONDITIONAL GRANT PROJECT MANAGER)**
REF NO: DBE/30/2022
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: MST Curriculum and E-Learning
(3 Year Contract)

- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Department of Basic Education (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent; Four years' relevant experience at supervisory/middle managerial level; Five (5) years' experience in project management, specifically in the monitoring of the implementation of a Conditional Grant; Extensive knowledge and insight regarding education policies and related legislation; Knowledge of the principles of Monitoring and Evaluation in assessing Provincial Education Department's management of the Mathematics, Science and Technology Conditional Grant (MSTCG); Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks, Public Service Act and Public Service Regulations; Have attended a Risk Management Course in the last 5 years will serve as an advantage; Demonstrable sensitivity to the needs of National and Provincial Education Departments; Ability to take initiative; Ability to work as part of a team and work under pressure with tight deadlines and long working hours; Ability to communicate with external and internal partners; Ability to pay close attention to detail and quality of work produced; Ability to produce desk-top research; A self-starter; Good verbal and written communication skills; Good interpersonal and analytical skills; A good working knowledge of MS Word, Excel, Access, Outlook and PowerPoint; A valid driver's licence.

- DUTIES** : The successful candidate will provide support to PEDs with the implementation of the MST Conditional Grant, in line with the grant outputs as stated in the Division of Revenue Act (DoRA); Provide strategic management of the MST Conditional Grant; Report on the PEDs Grant activity progress per quarter; Engage with PEDs for monitoring and support purposes; Coordinate and generate official correspondence, submissions and speeches; Analyse monthly and quarterly reports, Make appropriate recommendations; Support and participate in the coordination of Mathematics, Science and Technology Teacher Development programmes supported by the MSTCG; Develop and

ENQUIRIES
NOTE

implement Standard Operational Procedures (SOPs) for the management of the MSTCG; Engage with DBE Internal Audit processes as necessary.

: Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège Tel No: (012) 357 3290

: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za (Applications without the necessary documentation will not be considered).
- CLOSING DATE** : 17 June 2022 at 16:H00
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z83 accompanied by a comprehensive CV indicating three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate and a proof of citizenship if not RSA citizen. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. CPSI reserves the right not to fill the below-mentioned posts.

OTHER POST

- POST 19/26** : **SYSTEM DEVELOPER REF NO: 0002/2022 (X2 POSTS)**
- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Recognized 3-4-year National Diploma or B-Degree in Information Technology / Software Development / Multimedia Development or related equivalent to NQF level 6 coupled with 3 years' experience in system development; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations regarding IT; Sound knowledge of system development as well as programming; experience working with SQL, HTML, PHP, VB, C#, .Net. Personal Profile: System Developer who has the ability to set and meet deadlines. Must have strong people skills and ability to set and meet deadlines. Demonstrate sound work ethics and should be honest, respectful and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Good interpersonal skills, presentation skills, coordination skills computer and writing skills.
- DUTIES** : Develop desktop and web-based systems. Manage all system acquisition (in-house and outsourced systems) within the Department. Conduct user training and system documentation. Advise on system development and initiatives. Perform system administration functions (system updates, security, etc.) Administer and co-ordinate the user acceptance testing, functional system testing with main user of the system and business owners. Analyze and model process and data requirements for the purpose of user requirement specification and functional system design. Co-ordinate and facilitate the compilation of user requirements for business systems. Collect and analyze business processes. Develop process diagram and flowcharts for systems to be developed.
- ENQUIRIES** : Ms. Tshepo Buthelezi Tel No: 012 683 2817

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Please forward your application via email to: recruitministry@dtps.gov.za (quoting the relevant reference in the subject line).
- CLOSING DATE** : 10 June 2022
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from the website of the department of Public Service and Administration at www.dpsa.gov.za/dpsa2g/vacancies.asp and should be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates will be required to submit relevant documents on or before the day of the interview. Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit a fully completed Z83 and an updated CV will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

OTHER POSTS

- POST 19/27** : **REGISTRY CLERK**
Office of the Deputy Minister
- SALARY** : R176 310 per annum, (A total package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 or equivalent qualification as recognised by the South African Qualifications Authority (SAQA) and 1-2 years' experience. Working knowledge of record management, record keeping and archive procedures. Basic computer skills. Knowledge of the National Archives Act and the Minimum Information Security (MIS) prescripts and procedures. Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain and the office of the Deputy Minister.
- DUTIES** : The successful candidate will provide a registry service to the office of the Deputy Minister. Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the Deputy Minister, the Minister and the department and other structures like cluster committees, external role players, etc. (i) Receive and distribute post and documents. (ii) Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts such as the National Archives Act and the MIS prescripts. Render a general support function in the office of the Deputy Minister (logistical arrangements, assist with the distribution of Cabinet/Executive Council memoranda and assist with document reproduction and facsimile services. Control stocks and stationery as chief user clerk for the Deputy Minister's office.
- ENQUIRIES** : Ms Tania Beukes +27 12 427 8284, Ms Louisa Kgang +12 421 7006, Mr Thabo Rangwato +27 12 427 8533
- POST 19/28** : **DRIVER/MESSENGER**
Office of the Deputy Minister
- SALARY** : R124 434 per annum, (A total package)
- CENTRE** : Pretoria

- REQUIREMENTS** : A Grade 10 qualification. A valid driver's license. 1-2 years' experience as a driver/messenger. Knowledge of government processes and protocol. Good communications skills, interpersonal relations, map reading.
- DUTIES** : The successful candidate will render a driving and related support function in the office of the Deputy Minister. Collect and deliver documents. This would, amongst other, entail the following: collect, deliver and distribute documents and parcels for the office of the Deputy Minister. Transport employees in the office of the Deputy Minister and guests. Render a general support function to enhance the functioning of the office.
- ENQUIRIES** : Ms Tania Beukes +27 12 427 8284, Ms Louisa Kgang +12 421 7006, Mr Thabo Rangwato +27 12 427 8533

DEPARTMENT OF DEFENCE



CLOSING DATE : 17 June 2022 @ 16:00

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Certified documents which should not be older than six months 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. 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). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 19/29 : **INTAKE OFFICER REF NO: MILOMBUD/24/19/2022 (X2 POSTS)**

SALARY : R382 245 per annum (Level 09)

CENTRE : Military Ombud Office, Eco Origin Block C4, Highveld, Pretoria.

REQUIREMENTS : Grad 12 with an appropriate recognised National Diploma NQF L6. Minimum of 5 years administrative/audit experience at production/team leader level. Investigations experience, dispute resolution and or complaints management experience. A law degree will serve as an added advantage. Special requirements (Skills needed): Interviewing Skills, Language Proficiency, Computer Skills, Analytical and Interpretation Skills, Networking and Communication Skills, Conceptual Thinking and Planning Skills, Organising Skills, the ability to foster good Interpersonal Relationships, Conflict Resolution, Analytical Decision Making, Project Management, Presentation and Facilitation Skills, Leadership Skills, Negotiation, Conciliation and Mediation Skills.

DUTIES : The successful candidate will be required to perform the following functions: Receiving and registering of complaints. Assessing complaints to determine whether it is within the mandate. Drafting submissions. Finalising complaints. Basic investigation of complaints. Analysing and recording data for statistical

- purposes. The referral of complaints. Providing inputs to Investigations, procedures and operational planning.
- ENQUIRIES APPLICATIONS** : Ms N.F. Ntloedibe Tel No: (012) 676 3841/2
: Military Ombud, Private Bag X163, Centurion, 0046, Pretoria or may be hand delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, 0157, Pretoria.
- POST 19/30** : **PRINCIPAL MILITARY INTELLIGENCE OFFICER (TRAINING) REF NO: SADIC/25/19/22/01**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Defence Intelligence (SA Defence College) SADIC, Monument Park, Pretoria.
: BA Degree/Diploma NQF 5/6 in Occupationally Directed Education Training and Development (OD ETD). Applications with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): To facilitate learning for Defence Intelligence practitioners studying at SADIC in the field of functional training. Computer literacy, basic information management skills, financial skills and communication skills, (written and verbal). English language proficiency. Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : The applicant must be able to: Establish and maintain a quality management system at SADIC to ensure continued accreditation as training provider. Manage the accreditation of learning programmes. Establish and maintain a risk management system. Assist in the management of the budgeting and control functions at the college. Provide suitable financial advice for decision-making and action. To be responsible and recommend own personnel for development and functional courses.
- ENQUIRIES APPLICATIONS** : Ms E. Foster Tel No: (012) 315-0175
: Department of Defence, SA Defence Intelligence College (SADIC), Private Bag X3003, Monument Park, 0105, Pretoria or may be hand delivered to 0208 John Rissik Drive, Waterkloof Ridge, Pretoria.
- POST 19/31** : **PERSONAL ASSISTANT REF NO: DI/25/19/22/02**
Directorate: Defence Intelligence Division (C Def Int)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Pretoria
: NQF L6 Secretary Diploma or any equivalent qualification will be an advantage. Applications with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Detailed knowledge of operation/utilisation of general administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to conceptualise and initiate new innovative approach to optimise the secretarial service provided to the Chief Director. Ability to provide personal assistant services. Computer literacy (Ms Office Suite). Computer literacy, specific software packages i.e. MS Word, MS PowerPoint, Lotus Notes and Internet. Telephone etiquette, Co-ordination and good communication skills, (written and verbal) skills. Good organising and interpersonal relations, analytical, problem solving, good planning organisation administrative and advanced typing skills. Valid code 08 drivers licence. Proficient in English (Read, write and speak). Must be able to obtain Secret Security Clearance within a year.
- DUTIES** : Applicants must be able to: Keep and update Chief Defence Intelligence (CDI)'s diary. Arranging appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support service to the CDI eg. Taking of minutes, agendas, confirmatory notes, memorandums, letters and the transcription thereof. Set up schedules for meetings and events. Handle classified documents. Assist with travel arrangements and process subsistence and travel (S&T) advances and claims for the CDI. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files and documents. Accept and manage incoming, outgoing files and document. Distribute outgoing letters and files from CDI's office. Provide hospitality service to CDI's and guests. Provide an office security service. Assist with funding requirements for the purpose of Medium Term Expenditure Framework (MTEF) submissions. Must be able to check and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Must be familiar with the Public Service Act Regulations

2016. The post incumbent may be allocated ad-hoc tasks related to office management.

ENQUIRIES
APPLICATIONS

: Ms E. Foster Tel No: (012) 315-0175
: Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001 or may be hand delivered to Liberty Life Building, 278 Madiba Street, Pretoria.

NOTE

: All applicants will be subjected to security vetting process prior o employment/enrolment into the DOD & MV and Defence Intelligence will not be held liable for any travelling and accommodation arrangements for invited candidates.

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** : 20 June 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Foreign qualification must be accompanied by an evaluation report issued by 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 the requirement for the advertised post of Director: Legal Services at the Compensation Fund, Pretoria with Ref. No. HR5/1/2/3/59 also include Admission as an Attorney or Advocate of the High Court in the Republic of South Africa, therefore, applicants who wish to apply for the above-mentioned post must also in addition of other relevant qualification(s) attach a certification of Admission. The rest of the advert information remains the same. The post is advertised on PSVC No: 18 dated 20 May 2022 with a closing date of 06 June 2022, note the closing date for this post is extended to 20 June 2022. Sorry for inconvenience caused. Enquiries: Ms SBN Mhlungu Tel No: 060 663 7872

OTHER POSTS

POST 19/32 : **ASSISTANT DIRECTOR: TENDER ADMINISTRATION (ACQUISITION MANAGEMENT) REF NO: HR 4/22/06/29HO**

SALARY : R382 245 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Management. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Tender Administration (Acquisition Management) services. Valid Drivers Licence. Knowledge: Departmental Policies and Procedures, Public Service Act, Treasury Regulations, Prescriptions / directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Supply Chain Management framework, Policy guidelines and framework for SCM and PFMA, Public Finance Management Act (PFMA), Computer Systems, LOGIS and BAS, Batho Pele Principles. Skills: Computer literacy, Communication (written and verbal), Management, Conflict Management, Negotiation, Diversity Facilitation, Project Management, Presentation and Facilitation, Problem Solving, Analytical, Decision making, Time management, Orientate customer focus, Financial management, Interpersonal relations.

DUTIES : Implement procedures of Supply Chain Management in head Office to ensure compliance. Manage the administration and control of both the Sub-Bid Adjudication Committee (SBAC) and the Departmental Bid Adjudication Committee (DBAC) secretariat. Ensure improved service delivery. Manage and control the Acquisition Management unit.

ENQUIRIES : Ms K Maholwana Tel No: (012) 309 4670
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 19/33 : **EMPLOYMENT SERVICE PRACTITIONER (ESPII) REF NO: HR 4/4/7/58**

SALARY : R321 543 per annum
CENTRE : Barberton Labour Centre: Mpumalanga
REQUIREMENTS : Three (3) year relevant qualification in Social Science/Public Administration. Knowledge: ILO Convention, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEAs. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Mr N Makgaba Tel No: (013) 712 3066
APPLICATIONS : Deputy Director: Barberton Labour Centre: Private Bag X1634, Barberton, 1300 OR hand deliver to Eunika Centre Shop no 11 Nourse Street Barberton, 1300.

POST 19/34 : **TEAM LEADER REF NO: HR 4/4/7/76**

SALARY : R321 543 per annum
CENTRE : Middleburg Labour Centre
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with the of ensuring compliance with some of Labour

legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct advocacy campaigns on all labour legislation regularly, Manage the finalisation of files of cases received and investigations conducted by the Inspectors, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg.

POST 19/35 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/1/30**

SALARY : R261 372 per annum
CENTRE : Mthatha Labour Centre, Eastern Cape
REQUIREMENTS : Three years' qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, COIDA, Occupational Health and Safety Act, Skills Development Levies Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing, listening and observation skills, Negotiation skills, Conflict handling skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA), Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on all Labour Legislation independently, Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Ms S Zawula Tel No: (065) 863 5949
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha, 5100. Hand delivery No 18 Manpower Building CNP Elliot & Madeira Street Mthatha, 5099.

FOR ATTENTION : Sub-directorate: Human Resource Management, Mthatha

POST 19/36 : **CLAIMS PROCESSOR (X3 POSTS)**

SALARY : R211 713 per annum
CENTRE : Secunda Labour Centre: Mpumalanga Ref No: HR 4/4/7/80 (X2 Posts)
 Mbombela Labour Centre: Mpumalanga Ref No: HR 4/4/7/81 (X1 Post)
REQUIREMENTS : Grade 12 Certificate. No experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and Medical terminology, Customer Services (Batho Pele Principles), Funds Values, 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 : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Ms R Masilo Tel No: 017 631 2582/2652 (Secunda)
 Ms L Shawe Tel No: 013 753 2844/5/6 (Mbombela)

- APPLICATIONS** : **Applications for Secunda:** Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset park Secunda.
Applications for Mbombela: Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200 or hand deliver at 29 Brown Street, Mbombela.1200
- POST 19/37** : **CLIENT SERVICE OFFICER REF NO: HR 4/4/7/79**
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum
Mashishing Labour Centre: Mpumalanga
Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.
- DUTIES** : Render services at help desk as the first point of entry within the Registration Services, render Employment Services to all the clients who visit the Labour Centre, resolve all complaints on all Labour Legislations received from clients, receive all Unemployment Insurance Benefits applications and Employer declarations, receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA
- ENQUIRIES APPLICATIONS** : Mr IM Nkosi Tel No: 013 235 2368/9
Deputy Director Labour Centre Operations: Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing.
- POST 19/38** : **ADMINISTRATION CLERK: LEGAL ADMINISTRATION REF NO: HR 4/4/8/637**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
Provincial Office: Free State
Senior Certificate (Grade 12). Knowledge: Departmental of Labour and Compensation Fund objectives and business functions, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund Policies, procedures and processes, Stakeholders and customers, Customers Service (Batho Pele Principles) Fund Values, COIDA Act, regulations and policies, Good command of the English language (Written and verbal). Skills: Required technical proficiency, business writing skills, required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, telephone skills and Etiquette and supervisor skills.
- DUTIES** : Liaise with provinces in respect of the provision of required information. Management correspondence and documentation. Render effective administrative support services.
- ENQUIRIES APPLICATIONS** : Mr S Zakwe Tel No: (051) 505 6300
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State

GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR

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

OTHER POST

- POST 19/39** : **SUPPLY CHAIN MANAGEMENT: INTERN REF NO: HR 4/4/8/660**
- SALARY CENTRE REQUIREMENTS** : R6083.33 per month
Provincial Office: HRM: Free State
Three (3) National Diploma/ undergraduate Bachelors Degree in Financial Management/ Supply Chain Management/ Purchasing/ Logistics. No Experience required.
- DUTIES** : Administration duties.

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria
- FOR ATTENTION** : marked for the attention: Human Resources Management
- CLOSING DATE** : 20 June 2022
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from 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 and 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 through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an 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.

MANAGEMENT ECHELON

- POST 19/40** : **DIRECTOR: INFORMATION MANAGEMENT AND SCIENCE POLICY INTERFACE REF NO: BC03/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF 7) in Natural /Environmental Sciences, or an equivalent qualification within the related field plus five years' experience at middle or senior management level within the related field. Knowledge on Biodiversity Management. Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity. Understanding of social issues, and macro and micro-economic principles, and its application. Experience and knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Research and analytics skills. Understanding of Environmental issues; Biodiversity Management and legal requirements.

		Leadership and Management; Programme and Project Management. Communication skills (written and spoken). Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	Manage, coordinate and implement biodiversity related bilateral cooperation agreements and co-ordinate sector reporting. Ensure coordination of knowledge and expertise across different sectors and councils to feed into biodiversity research, policy development and implementation thereof. Monitor, analyse and advice on international developments and trends arising from SA's obligations in terms of biodiversity related MEAs (i.e influence international agendas, e.g CBD, RAMSAR, CMS, AEW, CITES, UNCCD, WHC, and IPBES with best available science). Co-ordinate the monitoring of the national state of biodiversity conservation in collaboration with SANBI, SANParks and other relevant research institutions. Ensure monitoring of impacts and threats to biodiversity, ecosystems and species.
<u>ENQUIRIES</u>	:	Dr T Makholela Tel No: 012 399 9150
<u>POST 19/41</u>	:	<u>SENIOR SPECIALIST SUPPORT: AIR QUALITY INFORMATION REF NO: CCAQ07/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Master's Degree (NQF 9) in Natural/Environmental Sciences or equivalent qualification within the related field plus five years' experience at Middle/Senior Managerial level in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Comprehensive experience in the area of air quality management and the National Environment Management: Air Quality Act, NEMAQA are essential. Specialist knowledge and competency in air quality monitoring and atmospheric quality information systems will be an added advantage. Applicants must have sound knowledge of: Government's air quality and protection related policies, priorities and strategies. Air quality information matters and in particular to information systems, monitoring, emissions management and related legislation that support atmospheric quality information management and dissemination. A good understanding of the air quality governance cycle as described in the National Framework for Air Quality Management. In addition, the candidate must have general knowledge of government's standard administrative procedures. Business and project plan monitoring and reporting methodologies. Willingness to work under pressure and long hours. Ability to work individually and in team. Ability to work with difficult persons and to resolve conflict. Proof of completion of Senior Management Pre-entry Programme as endorsed by National School of Government (NSG).
<u>DUTIES</u>	:	Provide technical support to Chief Directorate on national atmospheric quality management processes. Provide technical and expert support in the development and implementation of the South African Air Quality Information System (SAAQIS) and the South African Atmospheric Emission Licensing and Inventory Portal (SAAELIP). Ensure the components of SAAQIS are of high scientific quality; and performing quality control of the different components of SAAQIS that are developed and implemented during each phase. Formulate, develop and manage climate change related projects through the identification of research gaps in the literature relevant to South Africa. Ensure air and atmospheric quality monitoring and modelling functions are carried out effectively. Monitoring and modelling capacity support, including active involvement in the development of implementation manuals, guidelines, software, standard formats, templates, and best practice case studies aimed at the efficient and effective implementation of international, national, provincial and local air quality monitoring and modelling systems. Provide support and advice to provincial and local government on the development and implementation of air quality monitoring and modelling systems. Ensure International Benchmarking and Institutional Framework. Ensure provision of high-quality technical support to all negotiating teams involved in regional, continental and global bilateral and multi-lateral engagements around cleaner technology and production initiatives. Compile reports on problems, priority areas, trends and new data requirements as well as planning, proofing and

giving advice on appropriate air quality management strategies for South Africa. Ensure ambient and emissions monitoring (measurements and estimations) prescribed and/or undertaken by the Department is of high quality and to scientific standards and international best practices. Evaluate and analyze data to highlight new and emerging issues to the Chief Directorate.
Mr T Setshedi Tel No: 012 399 9197

ENQUIRIES

:

POST 19/42

:

DIRECTOR: CHEMICALS AND WASTE POLICY AND INFORMATION MANAGEMENT REF NO: CWM01/2022

SALARY

:

R1 073 187 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE

:

Pretoria

REQUIREMENTS

:

A Bachelor's Degree (NQF level 7) in Natural Sciences / Environmental Science or equivalent qualification plus 5 years' experience in middle /senior management. Extensive experience of working in the waste management and legislation drafting and policy development; Extensive technical experience in environmental/waste information management and in project management; Knowledge and understanding of the policy and legislative framework governing pollution and waste management. Leadership experience; Monitoring and Evaluation. Legislation drafting, Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business and legal writing skills, advanced computer skills; Excellent time management and discipline in terms of keeping to deadlines; Willingness to travel and must be able to work independently and efficiently under pressure. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

:

The incumbent will be responsible to develop national policies, strategies, legislation, norms and standards on pollution, chemicals and waste management; Provide support to provinces and municipalities in developing regulations and guidelines aligned to national legislation Provide technical inputs and guidance to legislation and policies, socio-economic impact assessment, and regulatory instruments underdevelopment, Manage the development and maintenance of an information system for chemicals and waste management and promote pollution and waste information management and dissemination, Collect, analysis, manage and disseminate information on pollution, chemicals and waste management; Undertake and promote appropriate research on chemicals and waste management. Undertake, coordinate and oversee planning, for the waste sector; Monitor and evaluate planning frameworks across all spheres of government in relation to pollution and waste management; To manage stakeholder relationships; To establish and maintain internal controls and reporting systems in order to meet performance goals; To provide support to key stakeholders on information and knowledge management.

ENQUIRIES

:

Mr K Mokoena Tel No: 012 399 9825

NOTE

:

The post above is a re-advertisement to attract more women and persons with disability. Therefore, Females and persons with disability are encouraged to apply. Candidates who responded to the initial advertisement, which closed on 14 March 2022 need not to reapply as their applications will be considered as per the previous advert.

OTHER POSTS

POST 19/43

:

PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY 7 – PILLA 2 REF NO: BC04/2022
(5-Year Contract)

SALARY

:

R882 042 per annum, (all-inclusive remuneration package)

CENTRE

:

Pretoria

REQUIREMENTS

:

Bachelor's Degree or National Diploma (NQF6) in Project Management / Environmental Sciences or equivalent relevant qualification coupled with a minimum of three (3) years' experience at junior management level (ASD) in relevant field. Knowledge: Knowledge and experience with GEF policies and procedures including log frames and similar project planning tools. Experience and knowledge in project / programme management and implementation.

Experience in managing large multidisciplinary projects. Biodiversity Management. Sound experience in report writing. Experience in the monitoring and evaluation of internationally funded projects. Knowledge in general government administrative procedures and processes (PSA & PSR). Financial and Procurement administrative procedures. Computer Literacy. Skills: Sound experience in report writing; Leadership and Management. Coordination and liaison skills; Organisational and planning; Communication skills (written and spoken); Programme and Project Management; Decision-making skills. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. 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. Responsibility and loyalty.

DUTIES : Provide strategic leadership to the project team. Coordinate effective communication amongst stakeholders at nodal, national and international level. Manage Project Implementation Task Team and participate in Steering Committee meetings. Monitor progress of the project. Manage the project budget.

ENQUIRIES : Mr Simon Maletle Tel No: 012 399 9511

POST 19/44 : **DEPUTY DIRECTOR: TRAVEL ADMINISTRATION REF NO: CMS11/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
: Pretoria
: Bachelor's Degree or National Diploma (NQF6) in Public Management /Administration or relevant qualification plus a minimum of three (3) years' experience at junior management level (ASD) in Travel Administration or related field. Experience in utilizing an on-line booking tool. Knowledge of Public Service, Financial management, administrative procedures, and Contract management. Extensive administrative experience. Ability to develop and apply policies. Knowledge of Programme and project management. Ability to gather and analyze information. Conflict management and resolution. Communication skills (written and verbal), planning and organizing, decision-making skills, report writing. Ability to work independently and in a team. Ability to collect and interpret information and report. Ability to work under extreme pressure.

DUTIES : Manage of travel and accommodation requests. Manage all after hours and emergency travel requests. Ensure that all conference bookings are processed through SCM procurement process. Management of travel agents' contracts. Negotiate with travel agencies and suppliers on rates and other services rendered. Ensure appointment of travel companies/agencies. Draft service level agreements. Manage compliance to service level agreements. Management of payments for travel services. Report fruitless and wasteful expenditure. Ensure policy compliance on ever travel request. Oversee the submission of applications for travel, recording of details and issuing of orders to travel companies. Liaise with service providers and ensure payment of suppliers. Validate payment documents in terms of services rendered to the Department. Management of accidents and losses. Ensure that all documents are submitted for payments investigation. Conduct monthly loss meetings with Finance, SCM, Fleet Management and Legal Services. Develop, review, and ensure compliance to travel services policy. Willing to work afterhours and weekends.

ENQUIRIES : Mr V Naidoo Tel No: 012 399 8537

POST 19/45 : **IT SECURITY MANAGER REF NO: CMS12/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
: Pretoria
: Bachelor's Degree/ National Diploma (NQF6) in Information Technology or equivalent qualification in the related field plus a minimum of three (3) years' experience at junior management level (ASD) in Information Technology or relevant field. Knowledge of Information Technology. IT Security certification (e.g., CompTIA Security+, Certified Network Defender, etc) from vendor-neutral ICT security certification bodies such as the EC-council, CompTIA, ISACA. Knowledge of technical and administrative controls in security and

		threats. E.g., Application Security controls, Network Security Controls, Awareness, Information Security, Auditing (Logs), Cybersecurity, Phishing, SQL injection, malware, etc. Experience in project management, financial management and personnel management. Information Technology Security skills. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team.
<u>DUTIES</u>	:	Manage and maintain ICT Security Infrastructure. Ensure that the Endpoint Protection Platform (anti-virus software) is centrally managed and configured properly (vendor recommendation and best practices) to secure all endpoints. Maintenance of Web Security Gateways for all offices. Develop and maintain an IT Risk Register in conjunction with Risk Management unit. Compile Risk Mitigation Plan for all relevant offices and report implementation progress to stakeholders. Conduct IT Risk Management. Co-ordinate internal and external audit activities. Conduct Review of audit report. Ensure Audit Compliance. Research trends in IT Security. Review the IT Security Incident Response Plan. Administration of IT Security Functional Environment. Review, Develop and direct the implement IT Security policies, IT security standards, and IT Security procedures. Manage procurement of IT Security related solutions and services.
<u>ENQUIRIES</u>	:	Mr R Harrikan Tel No: 012 399 8703
<u>POST 19/46</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: ODG05/ 2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum, (all-inclusive remuneration package) Pretoria Bachelor's Degree or National Diploma (NQF 6) in Auditing/Risk Management or equivalent qualification within the related field plus a minimum of 3 years' experience required in the relevant field. Registration with a professional body valid at time of the closing of the position. Certified Internal Auditor (CIA). Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills required: Supervision, organisational and planning, Coordination and Communication skills (written and spoken), Report writing, Conflict management and resolution, Programme and Project Management, Good interpersonal relations and decision-making, Organisational and Management Accounting skill. Personal attributes: Innovative and proactive, Ability to work under extreme pressure and long hours voluntarily, Ability to gather and analyse information. Ability to develop and apply policies, Ability to work independently and in a team. Ability to interpret information and reports.
<u>DUTIES</u>	:	The incumbent will be responsible to Plan and execute audit projects within the Department. Manage the identification and evaluation of the organisation audit risk areas and provide significant input to the development of a risk- based annual internal audit plan. Examine and execute the effectiveness and efficient use of resources. Conduct audits as per the approved internal audit plan and evaluate the effectiveness of internal controls within the Department. Conduct a follow-up audit on the implementation of recommendation / action plans. Identify, develop, and document audit issues and make recommendation for improvement. Perform ad-hoc audits assignments. Prepare progress and audit reports for management.
<u>ENQUIRIES</u>	:	Mr W Oelofse Tel No: 012 399 9013
<u>POST 19/47</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL AND SOCIAL SAFEGUARDS REF NO: BC05/2022</u> (5-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum, plus 37% lieu of benefits Pretoria Bachelor's Degree or Diploma (NQF6) in Environmental Management/ Natural Science or equivalent relevant qualification coupled with a minimum of three (3) years' experience in the related field. Knowledge: knowledge of legislative frameworks regulating environmental management, biodiversity, cultural heritage, and human rights. Familiar with World Bank safeguards and / or Environment and Social framework. Skills: ability to interpret and implement policies, strategies, and legislation. Project management skills. Personal Attributes: willingness and ability to frequently travel to project sites. Excellent

- communication, analytical, innovative, problem solving and interpersonal skills. Fluency in written and spoken English and strong communication skills. A code 08 (B) drivers' licence is required.
- DUTIES** : Implement the Environmental and Social Framework instruments to minimize and mitigate environmental and social risks of the project. Coordinate Stakeholder Engagement sessions. Consolidate Bi-annual reports and submit to Project Steering Committee and World Bank. Coordinate information sessions for the effective implementation of the project communication strategy.
- ENQUIRIES** : Mr Simon Maletle Tel No: 012 399 9511
- POST 19/48** : **ASSISTANT DIRECTOR: GLOBAL ENVIRONMENT FACILITY 7 – PILLA 2 (FINANCIAL MANAGEMENT) REF NO: BC06/2022**
(5-Year Contract)
- SALARY** : R382 245 per annum, plus 37% lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree or National Diploma (NQF6) in Accounting / Financial Management or equivalent relevant qualification coupled a minimum of three (3) years' experience in financial management or relevant field. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislations, as well as Government financial policies and processes including budgeting and reporting. Knowledge of strategic planning budgeting. Skills: ability to interpret and implement policies, strategies, and legislation. Ability to establish and manage financial systems and controls. Project management skills. Personal Attributes: Excellent communication, analytical, innovative, problem solving and interpersonal skills. Fluency in written and spoken English and strong communication skills. Excellent organizational and time management skills, ability to plan, coordinate and monitor own work plan and have great sense of accuracy. Ability to work under pressure.
- DUTIES** : Implement annual budget and monitor project expenditure thereof. Maintain record of assets, liabilities, and transactions. Coordinate the issuing of funds from the donor account to the department and the sub-executing agencies. Facilitate compliance on PFMA regulations and procedures.
- ENQUIRIES** : Mr Simon Maletle Tel No: 012 399 9511
- POST 19/49** : **ASSISTANT DIRECTOR: GLOBAL ENVIRONMENT FACILITY 7 – PILLA 2 (PROCUREMENT) REF NO: BC07/2022**
(5-Year Contract)
- SALARY** : R382 245 per annum, plus 37% lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree or National Diploma (NQF6) in Logistics / Supply Chain Management or equivalent relevant qualification coupled with a minimum of three (3) years' experience in financial management or relevant field. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation, as well as Government procurement policies and processes. The incumbent must be well versed with the with WB fiduciary requirements, including the World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, and the World Bank's Anticorruption Guidelines. Knowledge of strategic planning and budgeting. Skills: Ability to interpret and implement policies, strategies and legislation. Ability to establish and manage financial systems and controls. Project Management skills. Personal Attributes: Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Fluency in written and spoken English and strong communication skills. Excellent organizational and time management skills. Ability to plan, co-ordinate and monitor own work plan and have a great sense of accuracy. Ability to work under pressure.
- DUTIES** : Implement annual project procurement plans in accordance with the annual work plan. Facilitate compliance on Supply Chain policy and procedures. Consolidate Bi-annual reports and submit to the Project Steering Committee and World Bank. Provide oversight to procurement reports compiled by the three sub-executing agencies.
- ENQUIRIES** : Mr Simon Maletle Tel No: 012 399 9511

POST 19/50 : **LEGAL ADMINISTRATION OFFICER (MR5): LEGAL SUPPORT: NEMA REF NO: RSCM02/2022**

SALARY : R378 990 per annum, (Total package of R548 054 per annum/ condition apply)
CENTRE : Pretoria

REQUIREMENTS : An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of constitutional and administrative law is a requirement and knowledge of environmental and mining law will be an added advantage. Proven skills in legislative drafting and/or vetting of primary and/or subordinate legislation is a requirement. An ability to analyse and comment on draft legislation and policies, and to understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, report and professional writing skills, computer literacy, an ability to work in a team, good interpersonal relations, presentation skills, a pro-active, problem-solving, and positive attitude and an ability to adhere to timeframes are essential.

DUTIES : Drafting of and assisting with drafting of primary and secondary legislation. Legal vetting of primary and secondary legislation. Commenting on policies and draft legislation. Provide legal support relating to the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant laws of general application such as the Constitution and Promotion of Administrative Justice Act, 2000. Provide assistance in taking Bills through Parliament and assist in the Cabinet and Parliamentary processes. Draft or provide input on Ministerial submissions and Ministerial briefings, draft responses to media queries and Parliamentary queries. Provide legal support in meetings. Legal vetting of documents accompanying draft legislation, including socio-economic impact assessments, submissions, letters, Government Notices, newspaper notices and media statements. Prepare and present presentations on legal matters. Investigate and research the potential repeal of legislation to streamline legislation and remove duplication between the National Environmental Management Act, 1998, the Mineral and Petroleum Resources Development Act, 2002 and the specific environmental management Acts. Attend quarterly Mintech Working Group meetings and provide support on legal issues emanating from Working Groups. Advise on litigation matters Participate in law reform forums with regard to the legislation administered by other departments and provide inputs into the amendment of such legislation, from an environmental perspective.

ENQUIRIES : Ms A van Reenen Tel No: (012) 399 9283 / 083 280 0730
NOTE : Candidates will be subjected to a written technical test.

POST 19/51 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: CFO10/2022**

SALARY : R321 543 per annum, (terms and conditions apply)
CENTRE : Limpopo

REQUIREMENTS : National Diploma (NQF6) in Supply Chain Management or an appropriate qualification in a related field plus a minimum of two (2) years' experience in Supply Chain Management or related field. Understanding of asset management and administration procedures. Knowledge of procurement procedures, Supply Chain Management, Public Service procedures and prescripts. Knowledge of financial management. Sound organising and planning skills. Good communication skills. Experience in Compiling spreadsheets and preparation of budget and reports. Ability to gather and analyse information. Ability to work under extreme pressure. Ability to work individually and in team. Ability to work with difficult persons and to resolve conflict. Knowledge of LOGIS and Computer literacy.

DUTIES : Administer the maintenance and updating of asset register. Facilitate and coordinate the reporting of losses and damages of assets. Check and verify capturing of receipts, movement and allocate of barcode number. Conduct asset verification and quarterly spot checks. Authorize disposal of redundant/obsolete furniture and equipment.

ENQUIRIES : Mr Y Mbusjane Tel No: (012) 399 8812

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 10 June 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. 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 Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

MANAGEMENT ECHELON

- POST 19/52** : **DIRECTOR: VUK'UZENZELE**
Chief Directorate: Products and Platforms
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three-year Bachelor's Degree (NQF level 7 as recognised by SAQA) and five (5) years' verifiable experience at MMS (middle management services) or SMS (senior management service) in related fields. Knowledge of financial administrative processes, supply chain management, and staff administration. Successful

completion of the Nyukela Pre-entry certificate to Senior Management Services. Must have a valid driver's license and be computer literate. Knowledge of Public Service Regularity Frameworks and Directives. Good Client orientation and customer focus, programme and project management, organizing and coordination skills, writing, and communication skills. Experience regarding all aspects of office management, the management of human and financial resources. Excellent time management and extensive report writing experience. The ability to multi-task and manage priorities in a fast-paced environment. Strong financial and human resource management skills.

DUTIES

: The successful candidate will be an energetic, creative and meticulous multimedia content developer and editor who will add value to GCIS's communications with the South African public and international stakeholders. The candidate will have a sophisticated understanding of the role of GCIS in the government communication system and in government's engagement with citizens and stakeholders. The candidate will be familiar with and responsive to audience segmentation models and the development of differentiated content. The candidate will be innovative and able to provide leadership in multimedia content development for digital and print products. The candidate will be required to manage the overall production process of two (2) publications (Vukúzenzele Government Newspaper and Public Sector Manager Magazine). Provide strategic leadership to the Directorate: Vukúzenzele within the Chief Directorate: Products and Platforms. Lead and coordinate the development of a content plan (diary) for the newspaper, the magazine, undertaking editing, and coaching duties with writers and designers that will enable the publishing of products of outstanding quality. To publish periodic editions of Vukúzenzele newspaper and monthly Public Sector Manager Magazine. Lead the directorate in the editorial planning of both publications to ensure that the content is relevant for the target audience. Participate in the editorial planning of other products and platforms in the Chief Directorate. Provide overall management and administration of the Directorate in the following areas: Financial administration, e.g. developing budgets, compiling and monitoring financial projections and operational expenditure. Supply Chain Management, e.g. managing the supplier environment with respect to sourcing of quotations, developing briefs and specifications for outsourcing of publication services, compiling memoranda and submission for procurement purposes, trafficking delivery of outsourced products and services. Taking care of the day-to-day business operations of the office, e.g. correspondence, preparing and dealing with minutes, memos and reports, staff administration, including performance management etc. Manage tender procurement processes and contracts in the directorate. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES

: Ms Zanele Mngadi Tel No: (012) 473 0141

NOTE

: Preference will be given to African, Coloured and Indian Male. People with disabilities will be given preference regardless of Race. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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.

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** : 13 June 2022, closing time: 12H00 MIDDAY
- 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.

OTHER POST

- POST 19/53** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 28/2022**
Directorate: Financial Accounting and Systems
- SALARY** : R382 245 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Commerce/Accounting or Auditing. At least three years (3) experience on the level of Senior State Accountant or equivalent level within a Financial Accounting environment. Knowledge of Public Finance Management Act, Treasury Regulations, Division of Revenue Act, Accounting Standards-GRAP and Budgetary processes. Good communication (verbal and written), leadership, planning, organizing, numerical and computer skills (MS Office packages).
- DUTIES** : Collect and recording of revenue. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Oversee and monitor income against budget and review reconciliations. Management of expenditure. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Oversee and reconcile payment requests with budget provisions and the availability of funds. Supervise employees to ensure effective financial support service. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES

: Ms GB Mawela on Tel No: 012 395 8695

**DEPARTMENT OF HIGHER EDUCATION
(FLAVIUS MAREKA TVET COLLEGE)**

APPLICATIONS CLOSING DATE NOTE : should be hand delivered to Cnr Hertzog & Fraser Street, Sasolburg, 1947.
: 10 June 2022
: Applications must be submitted on a New form Z83 which became effective as of 01 January 2021 (obtainable from the College website (www.flaviusmareka.net or www.dpsa.gov.za) and should be accompanied by a detailed CV. The reference number of the post must be clearly indicated on the application form. Applications should not be emailed. Late applications and incomplete applications will be disqualified. Correspondence will only be entered into with 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. Applicants that have not been contacted by the College within 3 months after closing date of advertisement should consider their applications as being unsuccessful. Successful candidates will have to undergo security vetting and declare business interests. Qualifications of candidates will be verified with SAQA.

OTHER POST

POST 19/54 : **ASSISTANT DIRECTOR FINANCIAL SERVICES REF NO: CEN/09/2021**
Re-Advertisement, all the applicants who applied previously are encouraged to re-apply

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE REQUIREMENTS : Central Office, Flavius Mareka TVET College
: An appropriate bachelor's degree/National Diploma (NQF level 6) in Accounting and Financial management. Candidate with at least 5 years' experience in finance of which 3 years must be at a supervisory level. In-depth knowledge of financial management in public sector, SAGE system, COLTECH system, PERSAL and compilation of financial statement. Sound knowledge of GRAP. Other requirements of PFMA and Treasury Regulations, Good interpersonal relations, communication and managerial skills. Ability to work under pressure with strict deadlines. Good computer literacy skills (MS Excel and Ms Word). Ability to work in a team and independently. Assertiveness and self-starter. A valid driver's license.

DUTIES : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting: Coordinate, review, analyse and quality assure the budget preparation process. Collection and recording of revenue (Cashier, banking service and electronic payments; Debt management and revenue) Expenditure management. Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions; Assist with compilation of Annual financial statements according to GRAP.

ENQUIRIES : Ms NG Sefadi Tel No: 016 976 0815 X 1036 Email: sefadig@fmtvet.co.za

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001.
- CLOSING DATE** : 10 June 2022 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 19/55** : **ASSISTANT DIRECTOR: CORPORATE PLANNING AND PERFORMANCE MONITORING REF NO: DOHS/22/2022**
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
Directorate: Human Settlements Entities Oversight
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in possession of a Matric/ Grade 12, plus a relevant Bachelor's Degree or National Diploma in Public Management, Social Sciences or Business Management (NQF Level 6/ 7 as recognized by SAQA). The applicants must have a minimum of 3 years' experience at an administrative level (level 7 or 8) in performance monitoring within the public or private sector; knowledge and understanding of government planning frameworks; programme and project management; good report writing and communication skills, problem solving skills and be able to work under pressure.
- DUTIES** : The successful candidate will be expected to provide technical support to the human settlements entities with the drafting of corporate plans; facilitate the approval of corporate plans of the human settlements entities by the executive authority; monitoring and evaluation of performance of human settlements entities to the agreed performance indicators and targets as well as adherence to their mandates; participate in oversight meetings; monitor the implementation of remedial actions to address non-performance and audit findings as well as to provide administrative support to the Sub-Directorate: Corporate Planning and Performance Monitoring.
- ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114
- NOTE** : Male candidates and people with disabilities are encouraged to apply.

POST 19/56 : **SUPPLY CHAIN CLERK: ASSET MANAGEMENT REF NO: DOHS/24/2022**
Branch: Chief Financial Officer
Chief Directorate: Financial Accounting
Directorate: Supply Chain Management
Sub-Directorate: Asset Management

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Matric or relevant qualification. Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/Public Management/Accounting/ Supply Chain Management. 2 years operational experience in Asset Management will be an added advantage. Good interpersonal skills and communication (both written and verbal). Ability to work under pressure with strict deadlines and over time. Problem solving and able to take a firm decision. Ability to work independently and with team. Willingness to work overtime and to travel. Computer literacy with proficiency in MS word and excel. Knowledge LOGIS and BAS will be an added advantage as well as a valid Driver's License.

DUTIES : The successful candidate will be responsible for Asset Management activities such as safe-guarding and maintenance of Assets; Maintenance of the Asset Register; Physical verification of Assets as well as Asset Disposals. Attending to both internal and external auditors. Investigating surplus and shortages. Act as secretary for disposal board meetings.

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

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 13 June 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 new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 19/57** : **DEPUTY DIRECTOR-GENERAL: COURT ADMINISTRATION REF NO: 22/112/CS**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 544 415 – R1 739 784 per annum, (all inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate legal qualification or LLB (NQF 7), a post graduate legal qualification (NQF level 8) as recognized by SAQA or equivalent qualification; Admission as an Attorney or Advocate; A minimum of 8 years' experience at Senior Management level in a legal practice and justice system; Knowledge of Public Finance Management Act, 1999 and budget management; In depth knowledge of Public Service and its governance, Constitutional law cases, Criminal, Civil and family cases; Knowledge of all relevant governance prescripts, including Treasury instructions and Interpretation of statutes. Knowledge and understanding of justice and functioning of lower courts including the services offered in courts. Skills and Competencies: Strategic capability and leadership; Financial management; Project and programme management; Knowledge management; Services delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Oversee and manage the implementation of policies, legislation and programmes that promotes the rights of vulnerable groups; Oversee, manage and monitor the provision of quality service at departmental service points; Oversee and manage the strategic support, research, policy formulation and implementation for court administration; Provide operational leadership, coordination and implementation of access to justice in the regions; Oversee, manage and coordinate ICJS (Integrated Criminal Justice System)

- and civil law processes and procedures; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M. Kganyago Tel No: (012) 315 1844
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 19/58** : **PROVINCIAL HEAD REF NO: 22/113/CS**
 (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 269 951 – R1 518 396 per annum, (all inclusive remuneration package).
 The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office: Mpumalanga
 : An undergraduate qualification (NQF level 7) in Social Science, Bcom Law or qualification and / or Public Administration/ Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years' experience of which 5 years must be Senior Management level; Relevant work experience in the field of Court/Administration of Justice/ Public Administration; A valid driver's license. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery innovation; Diversity management; Planning and organizing; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
- DUTIES** : Key Performance Areas: Manage Justice Operations and related services in the regions; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage Security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M Kganyago Tel No: (012) 315 1844
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 19/59** : **DIRECTOR: CONSTITUTIONAL RESEARCH & REVIEW REF NO: 22/111/CD**
 (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 073 187 – R1 264 959 per annum, (all inclusive remuneration package).
 The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : An undergraduate LLB qualification (NQF level 7) as recognized by SAQA or equivalent qualification; Minimum of 6 years' experience in legal environment and/or research of which 5 years' experience at a middle/senior managerial level; Knowledge of Public Finance Management Act, 1999 (PFMA) and budget management; Knowledge of the Public Service and its governance; Knowledge of all relevant governance prescripts, including Treasury instructions; Knowledge and understanding of justice and functioning of lower courts including the services offered in courts. Knowledge and understanding of Constitutional Law, human rights law, public law and related jurisprudence. Experience in research and publication Skills and Competencies: Strategic and conceptual orientation; Innovative thinking; Communication skills (verbal and written); Computer literacy; Research and analytical skills; Problem solving skills; Planning and organizing skills; Monitoring and evaluation skills; Diversity management; Project management; Negotiating skills; Financial management skills.
- DUTIES** : Key Performance Areas: Manage research on legislation impacting on fundamental human rights and values as it relates to constitutional democracy; Manage the development of concept documents on crucial research and constitutional matters; Manage the implementation of constitutional instruments and tools by the three spheres of government; Manage

stakeholder relationship to form research partnerships with research bodies and tertiary institutions; Liaise with the Constitutional Review Committee in Parliament; Provide effective people management.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OTHER POSTS

POST 19/60 : **COURT MANAGER (X2 POSTS)**
SALARY : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Magistrate, Humansdorp: Ref No: 63/22EC
Magistrate, Mqanduli: Ref No: 64/22EC
REQUIREMENTS : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; At least 3 years managerial or supervisory experience; Experience in office and district administration; Knowledge of Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Computer literacy. Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written); Computer Literacy.
DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
ENQUIRIES : Ms N Nghona Tel No: (043) 702 7000 / 7138
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
NOTE : Separate applications will be made quoting the relevant reference number.

POST 19/61 : **ASSISTANT STATE ATTORNEY (LP3-LP4): REF NO: 22/37/SA: DURBAN**
(This is a Re-Advertisement: Applicants who previously applied are encouraged to re-apply)

SALARY : R305 973 – R859 752 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Durban
REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.

DUTIES : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and / or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.

ENQUIRIES : Ms. E Seerane Tel No: (012) 315 1963
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address:

- Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 19/62** : **CHIEF ACCOUNTING CLERK REF NO: 22/35/SA**
(This is a re-advertisement: applicants 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 REQUIREMENTS** : State Attorney: Durban
Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience; Knowledge of financial and economic factors. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Planning and organizing skills; Numerical skills; Attention to detail; Analytical skills.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Manage and perform capturing and verification of invoices; Manage and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1963
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 19/63** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 20/22/NC/RO**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Kimberley
Grade 12 certificate or equivalent with 3 years' experience in Human Resources in the Public Sector; Extensive knowledge of PERSAL system and successful completion of PERSAL Introduction and PERSAL Administration Courses; A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excel), Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters and Maintenance of the Establishment.; Provide general administrative support in performance management; service benefits and learning and Development; Supervise the implementation of Human Resource functions; Check and approve transactions on PERSAL; Provide monthly statistics of HR functional matters and analyze reports; Give in-service functional training to subordinates.
- ENQUIRIES APPLICATIONS** : Ms DR Kistoo Tel No: (053) 802 1300
Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 19/64** : **LEGAL ADMINISTRATION OFFICER-(MR 1-MR4) REF NO: 2022/89/GP**
- SALARY** : R201 387 – R357 072 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Gauteng
LLB or four year recognised legal qualification; Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filing skills; Report writing skills; Research ability; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Draft legal document and give legal advice to the Regional Office and other organs of the State within the Region regarding the

interpretation and execution of powers and legal matters; Respond to petitions, representations and complaints from civil Society and other Government Departments; Liaise with other Departments, Prosecutors, Judiciary and communities on the programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace; Recover loss of and damage of state property; Oversee the smooth functioning of Specialized Courts in the Province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate Public Education and conduct Community Awareness Campaigns on legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts ,the lay assessors system and maintenance; Act as a Departmental Gender Focal person in the Province and ensure implementation of the Victim's Charter; Support the Courts regarding quasi-judicial functions.

ENQUIRIES

: Ms V Shiburi Tel No: (011) 332 9000

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 10 June 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 19/65** : **DEMAND MODELLING SPECIALIST REF NO: DMRE/2069**
- SALARY** : R1 073 187 per annum (Level 13), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with econometrics).Energy studies in addition to above will be an added advantage with minimum of 5 years' experience at middle/ senior managerial / in modelling (Mathematical and Econometric Modelling) Demand Modelling, Profiling and

Forecasting , Technical Report writing, Policy Analysis Knowledge of: Detailed understanding of policies and legislations which govern the energy sector. Knowledge of the energy industry and the entire energy valley chain. Understand of all energy demand sectors. Understanding of economic and social trends which influence energy demand. Understanding of global trends and economic drivers which impact on energy demand. Understanding of various energy technologies Skills: Energy modelling Mathematical and econometric modelling. Technical report writing. Translation of concept into mathematical or analytical models. Policy analysis. Demand modeling profiling, projection and forecasting. Thinking Demands: Assertive, analytical, self - driven and motivated, mature attention to details.

- DUTIES** : Provide a specialist service pertaining to energy demand modelling. Provide expert advice to management on strategic direction regarding energy demand matter. Mentor departmental staff on energy supply options matters. Manage the Directorate.
- ENQUIRIES** : Mr T Audat at 082 839 9567

OTHER POSTS

- POST 19/66** : **DEPUTY DIRECTOR: SECURITY OPERATIONS REF NO: DMRE/2070**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all- inclusive package)
: Head Office, Pretoria
: National Diploma in Security Management / Administration / Criminal Justice/ Criminology / Law/ Policing/ Correction Management / Forensic Sciences. Grade B PSIRA Certificate, Code 08 Drivers' Licence with minimum of 3 years' experience at junior managerial role in security management PLUS the following competencies: Knowledge of: Fire prevention / fighting. First aid. MISS. MPSS. Security Technology. Security legislation, policies and procedures. Access control procedures. Safety precautions. Security Registers. Electronic security systems. Knowledge and understanding of DMRE policies, functions, projects, etc. Policy development, Financial and project management. Government policies. Project / programs in DMRE Skills: Communication (verbal and written skills). Well -developed interpersonal relations Thinking Demands: Information evaluation. Decision -making. Creativity and innovation. Creativity and Analytical. Problem -solving. Organising and planning.
- DUTIES** : Ensure /develop, review, and implement security operations measures, policies, to protect personnel assets and information of the Department. Provide Security Operations services and ensure implementation of Minimum Physical Security Standard (MPSS) in the Department. Administer the provision of physical security services within the department. Monitor compliance of the Department with the Minimum Information Security Standard (MISS). Manage the Sub-directorate.
- ENQUIRIES** : Mr N Nchocho Tel No: 012 444 3039
- POST 19/67** : **DEPUTY DIRECTOR: SECURITY ADMINISTRATION REF NO: DMRE/2071**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all- inclusive package)
: Head Office, Pretoria
: National Diploma in Information Technology/ Computer Science/ Computer Systems Engineering (NQF 6) with a minimum of 3 years' experience at Junior Managerial level in Network Technical/ Science experience and extensive experience in IT software PLUS the following competencies: Knowledge of: Ability to priorities and complete work under deadlines. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Intensive knowledge of system analysis principles and practice. Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organizational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and change management. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental Organisational matters. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Thinking Demands: Technical expertise in advance strategic and business analysis. Change management with

		knowledge of Public Service and Departmental organisational matters. Budget management and policy development. Strategic planning and financial management. Project management and government policies. Project / programs in DMRE.
<u>DUTIES</u>	:	Oversee/ develop and review ICT security policies, procedures, strategies and guidelines. Develop framework for ICT applications. Administer compliance of ICT security control measures within the Department. Manage the installation latest security patches within the Department. Manage the implementation of ICT disaster recovery plan. Manage the Sub-directorate
<u>ENQUIRIES</u>	:	Mr M Shuping Tel No: 012 406 7711
<u>POST 19/68</u>	:	<u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2072</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all- inclusive package)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	National Diploma in Occupational Hygiene or Environmental Health or Environmental Management (NQF Level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 year' s experience in Occupational Hygiene at least valid Code 08 driver's license Plus the following competencies: Knowledge of: Mine Health and Safety Act, Extensive knowledge and experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of mineral resources, Basic knowledge of Labour relations and human resources management, Skills: High level management, Risk assessment techniques, Conflict resolution, Negotiation, Planning and organising, Computer literacy, Thinking Demands: Innovative and creative thinking ability.
<u>DUTIES</u>	:	Conduct and report on underground, shaft, surface audits and inspections on the matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take necessary enforcement actions where necessary. Investigate, inquire and report on mine related accidents, contraventions and complaints. To analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners.to investigate, consult and provide inputs on mine closures, prospecting rights, mining rights and permits. EMP's and township development. Provide inputs to regional reports revision of machinery regulations, guidelines and standards. Prepare replies to applications and approvals related to occupational hygiene. Hold inquiries as required by the Act (MHSA) 1996. Participate in Subcommittee and Tripartite structures in the region.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: (057) 391 1373
<u>POST 19/69</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2073</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all- inclusive package)
<u>CENTRE</u>	:	Northern Cape Region, Springbok
<u>REQUIREMENTS</u>	:	National Diploma in mining engineering (NQF Level 6) PLUS mine managers certificate of competency, with a minimum of 3 years' experience in mining industry. Driver's licence Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mine Engineering-Mine Equipment e.g. Winder, Boilers, Plants, etc. ,Hazard identification and Risk Management, Public Service Staff code and DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act, DMR Policy and Staff codes, Management skills, planning leading, organising and controlling, report writing and formulation, good interpersonal relations, analysis and interpretation of accident statistics, be able to recommend mining engineering solutions, negotiation skills, language proficiency, computer skills, Thinking Demands: Innovative thinker, analyse situations carefully, make fair and reasonable decisions, receptive to suggestions and ideas and be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Coordinate, Conduct report on Investigation into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and Serve on any necessary board of examiners. Coordinate the investigation, consultation and

provision of input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Coordinate and provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Train and develop staff.

ENQUIRIES : Mr T Mateta at 082 459 2778

POST 19/70 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2074**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Limpopo Region, Polokwane
REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.

ENQUIRIES : Mr SM Jivhuho Tel No: (015) 287 4705

POST 19/71 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2075**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Team-work. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate and consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.

ENQUIRIES : Ms N Gogela Tel No: (013) 653 0514

POST 19/72 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2076**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Team-work. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate and consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.

ENQUIRIES : Mr T Doyle at 082 445 6894

POST 19/73 : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2077**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : An appropriate National Diploma in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care (NQF Level 6) registered with South African Nursing Council (SANC), coupled with 3 years' experience in Occupational Medicine PLUS the following competencies Knowledge of: Sound knowledge of both occupational Medical and Nursing discipline, understanding of MHSA & Regulations and directives. Understanding general mining practices and occupational health risks associated with, knowledge of petrochemical industry, diving and equipment. Skills: Ability to apply knowledge, Researching skills, Good Communicator, Have good investigating skills, Must be computer literate Thinking Demands: Health and Safety hazard/risks recognise and respond, be able to apply MHSA, dedicated, hardworking, loyal and conscientious, well experienced in Occupational Health on mines and industry, knowledge of offshore oil exploration and diving industry and sound temperament.

DUTIES : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on Mine Closures, Prospecting Rights, Mining Rights and permits, EMPS's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards and applications of exemptions, permissions and approvals related to occupational medicine. Provide managerial activities.

ENQUIRIES : Mr T Doyle at 082 445 6894

POST 19/74 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2078**

SALARY : R321 543 per annum (Level 08)

CENTRE REQUIREMENTS : Head Office, Pretoria
: A/an appropriate Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management PLUS certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 1 years' experience in a Work Study and Organisational Development Environment Knowledge of: basic knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work study and work study techniques: information gathering and analysis, effective procedures & method, basic research, problem solving, design /redesign of processes forms etc. Organizational development and Job descriptions and specifications .Development of organisational structures Skills: Analytical & problem-solving skills. Communication and computer skills. Report writing and formulation. Organising, Planning and co-ordinate skills. Basic research and negotiation skills. Ability to listen and interpret. Facilitation skills Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising, coordinating and planning skills, problem solving and facilitation. Training and motivational skills.

DUTIES : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation. Facilitated the implement of operations management framework. Administer post establishment. Facilitate / coordinate change management interventions. Design forms for the DMRE.

ENQUIRIES : Mr C Ramoshaba Tel No: (012) 444 3724

POST 19/75 : **JUNIOR NETWORK ADMINISTRATOR REF NO: DMRE/2079**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Head Office, Pretoria
: National Diploma in Information Technology Management (NQF 6) with minimum of 2 years in network technical experience and experience in IT software Drivers licence PLUS, the following competencies Knowledge of: Ability to prioritise and complete work under deadlines. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Intensive knowledge of system analysis principles and practice Skills: Good communication and interpersonal relationship skills. Client focused. Negotiation and consultation skills. Problem solving and analysis. Change management. Creativity and innovation. Regulatory framework for the management of IT in government. Programme management with service delivery orientation Thinking Demands: Expertise of information technology. Change management with knowledge of Public Service and Departmental organisational matters. Government policies. Project/ programs in DMRE.

DUTIES : Provide third level support for service desk, transversal systems (BAS, PERSAL and LOGIS) and system development operations. Perform network design and implantation. Monitor and maintain network and system to ensure optimal performance. Monitor and maintain Microsoft Exchange database space. Install network and telephones. Manage office 365 application and Active Directory.

ENQUIRIES : Mr G Mudau Tel No: (012) 444 -3294

POST 19/76 : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2080**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Eastern Cape Region, Port Elizabeth
: An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma In Law or LLB (NQF Level 7) with a minimum of 1 years' experience in basic administration and legal procedures. Drivers licence PLUS, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs. Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Ability to think when exposed to demanding situations.

DUTIES : Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting of rights. Carry out site inspections to ensure that the terms and conditions of

granted rights are complied with. Assist Clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts

ENQUIRIES : Ms N Mdakane Tel No: (041) 403 -6622

POST 19/77 : **REGISTRY CLERK REF NO: DMRE/2081**

SALARY : R176 310 per annum (Level 05)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : Grade 12 certificate or equivalent with 1 year experience. Drivers licence PLUS, the following competencies Knowledge of: Registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing Public Services. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the registry Skills: Computer, Planning and organisation, Language, Good verbal and written communication skills.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for achieving and disposal.

ENQUIRIES : Ms M Nkangala Tel No: (041) 403 -6633

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts. Our buildings are accessible to persons living with disabilities



CLOSING DATE : 14 June 2022 at 12:00 pm (Mid-night)
NOTE : The National Treasury effective from 07 April 2021 now utilises an e-Recruitment system which means all applicants must login/register to apply for positions, we no longer accept applications via email or hand delivered/post. Certain documentations will still be required to be uploaded on the system such copies need not be certified at point of application (ID, Qualification etc.). Please note it is not a must that you attach these qualifications as per DPSA Prescripts but our system requires that you attach them, even if they are not certified, however you will be required to have them certified once invited to attend the interviews. Please note: 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. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned post/ to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 19/78 : **DIRECTOR-GENERAL REF NO: S045/2022**
 Division: Office of the Director-General (ODG)
 (5 Years Fixed-Term Contract)
 Purpose: To provide leadership and strategic direction to deliver on the responsibilities and obligations as directed by the legislative mandate of the National Treasury and to provide the Minister with appropriate and effective advice and support on public financial resources, management of public finances, stability of the macro-economic and financial sectors and ensuring effective financial regulation of the economy.

SALARY : R2 008 212 – R2 262 252 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Master's degree in Economics or related field from an accredited institution, 8 -10 years of senior management of which at least 3 years of which must be within any organ of State as defined in the Constitution Act 108 of 1996, Extensive experience in the work of the programmes of the National Treasury, Extensive experience in the development and implementation of government policies, Excellent professional written and verbal communication as well as interpersonal skills, Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies including the private sector and international co-operation partners.

DUTIES : Some key Outputs include: Coordination of the national budgeting process, Monitoring and analysing public expenditure as well as managing future spending growth and fiscal risk, Coordinate fiscal relations between the three spheres of government with emphasise on ensuring sound budgetary planning at provincial and local levels of government, Providing advice and input into tax policy, frameworks and legislation and strengthening financial sector

regulation, Conducting of research into strategic areas of the economy to better inform the implementation of economic policy, Managing government's annual funding programme by way of optimally managing public debt; ensuring that government's liquidity requirements are met through effective cash management; and overseeing state owned companies to enable their achievement of government's policy objectives in a manner that are financially and fiscally sustainable, Strengthening public sector financial management as well as improving financial governance and compliance across all spheres of government and in government entities, Overseeing and modernizing government's supply chain management systems and making government procurement more transparent, efficient, effective and economical, Advancing South Africa's national economic interests, within the context of reputable international institutions dealing with economic development and facilitating regional and international cooperation, Supporting Infrastructure development and economically integrated cities and communities.

ENQUIRIES : Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 19/79 : **DEPUTY DIRECTOR-GENERAL: ECONOMIC POLICY REF NO: S042/2022**
 Division: Economic Policy (EP)
 Purpose: To promote macro-economic stability and job creation, advise on fiscal, monetary, sectoral and real economic policies including overseeing economic modelling on the impact of such policies and forecasting for the annual budget. Research, analyse and recommend monetary, labour market and macroeconomic policy interventions in the evaluation of real sector economic developments based on applicable policies and targets monitoring global development architecture and practices that impact on developing countries.

SALARY : R1 544 415 – R1 739 784 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate post graduate degree (NQF level 8) in Economics / Public Finance / Public Policy/ Business Administration / Management recognised by SAQA; Training in Econometrics will be an added advantage, 8 - 10 years relevant Senior Management experience with 5 years' experience in policy research and broad understanding of economics, Knowledge and experience of a broad understanding of economics principles and applied mathematics, Knowledge and experience of econometrics principles and dissemination of statistical data sources, Knowledge and experience of economic analysis and research, Policy formulation and analysis, Extensive knowledge of economic analysis and research for government departments, agencies, public sector regulators, financial institutions, research institutions of academic institutions, Extensive knowledge of budget systems and government accounting methods, Sound strategic leadership and visionary capability, The ability to liaise with internal and external stakeholders and network widely, The ability to persuade and negotiate at all levels, Problem solving and innovative capability, People management and empowerment, Financial Management., Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Macro and Micro-Economic Modelling: Develop and implement macroeconomic models and enhance capacity in the refinement of existing models, Initiate research on a range of identified modelling simulations for implementation, Provide macro-economic forecasts figures for budgetary inputs, Analyse macro and micro economic policy and monitoring and advice on their integration in all sectors of the economy. Economy and Policy Development: Provide inputs and advice on trade, labour and monetary policies for consideration, Conduct research on a broad range of economic policy determinations for implementation, Initiate macroeconomic forecasts interventions for possible integration into the National Budget, Provide comprehensive inputs to the MTBPS and National Budget processes, Propose interventions that will stimulate economic growth and enable future projections for utilisation and implementation. Economic Research Capacity: Establish an economic research capacity in conjunction with academic research institutions to promote growth, Manage the collaborative programme

"Southern Africa-towards inclusive economic development with stakeholders, Establish a secure data facility for the usage e of tax administration and other data. Macro-Economic Stability: Provide support to the Ministry in respect of speeches, presentations and briefing notes, Monitor and developing an exchange rate monetary policy framework to support competitiveness, price stability and economic growth, Develop policy that support sustainable economic growth, enhance employment creation, equality and transformation. Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
 To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**ENQUIRIES
APPLICATIONS**

OTHER POSTS

POST 19/80

DEPUTY DIRECTOR: IDMS BUILT ENVIRONMENT REF NO: S040/2021
 Division: Intergovernmental Relations (IGR)
 Re-Advertisement
 Purpose: To provide expert guidance to the evaluation of bids for grants, the updating and expansion of the IDM Toolkit and related IDMS documents and processes from a built environment perspective.

**SALARY
CENTRE
REQUIREMENTS**

R882 042 per annum, (all-inclusive remuneration package)
 Pretoria
 A minimum Degree is required at NQF 6-7 in Economics/Finance/Business Management/Quantity Surveying or Architecture, Desirable: Post graduate Degree. Essential: A minimum 4-6 years' experience in infrastructure delivery planning and management, Knowledge of project management, Knowledge of financial analysis and dissemination of financial data for further interrogation.

DUTIES

Some key Outputs include: Assessments of performance grant bids: Develop guidelines for Provincial Treasuries on how to assess bids in terms of all conditions stated in the Bid Policy and System in consultation with the Procurement & Contract Management, Orientate National & Provincial Treasuries and National Sector Departments in terms of guidelines, Provide the specialist guidance inputs in terms of the Technical Bid Panel to evaluate bids and provide leadership in terms of the evaluation of plans, packages, feasibility of costs, scope and norms [functional and technical norms], Document findings and recommendations in terms of bids for performance grants, Prepare inputs for the Annual Division of Revenue Act and Frameworks based on evaluated bids in terms of financial information and performance measures. Performance grants policy and system: Review, enhance and update the performance grant management policy based on changes in the institutional environment and inclusion of other sectors, Facilitate interaction and consultation with stakeholders in National Sector Departments and Provincial Treasuries in terms of the performance management grant policy framework and system in collaboration with the Deputy Director Institutional Governance, Prepare the terms of reference for the Technical Bid Evaluation Panel and establish the Technical Evaluation Panel to evaluate performance grant bids [includes plans], Design the system for the review and evaluation of bids for infrastructure performance grants, Monitor the functioning of the performance grant management system, Document Cabinet Memorandums and Progress Reports to the relevant infrastructure forums in terms of the evaluation and recommendations pertaining to infrastructure performance grants, Document funding options, revenue mobilisation options and norms and standards for inclusion in the Standard Chart of Accounts Framework. IDM Toolkit, Case Studies and IDMS Training Material: Document the expansion and improvement of the IDM Toolkit, Update the IDM Toolkit in collaboration with Institutional Governance, Institutional Development and Procurement & Contract Management. Assess case studies from a built environment specialist perspective and provide written inputs, Make inputs to the institutional assessment of the capacity of Provincial Infrastructure Units to implement the IDM Toolkit, Make inputs to the competency and capacitation framework for infrastructure unit, Analyse findings in the Auditor General reports in terms of IDMS to update the IDM Toolkit and provide inputs to the development of the competency frameworks. Infrastructure Progression Model and Site Visits/Post Project and Post Occupancy Evaluations: Participate in Moderators review panel in terms of assessing self-assessments of IDMS submitted by Provincial Departments, Review and sign-off on indicators for infrastructure plans in terms of the Infrastructure Progression Model in consultation with the National

Sector Departments, Provide written inputs to the assessment of infrastructure planning, portfolio management, project management and operations/maintenance indicators as evaluated in terms of the Infrastructure Progression Model, Provide inputs to the criteria being used during site visits, post project and post occupancy evaluations, Participate in site visits, post project and post occupancy evaluations and prepare written inputs to the Directorate Provincial Infrastructure Monitoring and Oversight. Integrated long term infrastructure planning and budgeting: Determine guidelines, norms and standards for credible infrastructure sections in Strategic Plans and Annual Performance Plans and submit to Provincial Budget Analysis, Validate assessments of Provincial Treasuries of Annual Performance Plans and User Asset Management Plans and document findings with recommendations for improvements, Document validation on the credibility of infrastructure budgets, Document inputs to the infrastructure grant formulas, nature of grants and grant frameworks.

ENQUIRIES
APPLICATIONS

: Enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
: To [apply](https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs) visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at 330 Grosvenor Street, Hatfield, Pretoria (please quote the relevant post and reference number). Emailed applications will not be accepted.
- CLOSING DATE** : 10 June 2022 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

- POST 19/81** : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES AND WORK ENVIRONMENT REF NO: 021/2022**
Unit: Facilities and Work Environment
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08), plus benefits
: Pretoria
: An appropriate 3-year tertiary qualification (NQF 06) in Environmental Health/ Safety Management/ Facilities Management or equivalent with at least 4 years appropriate experience. Samtrac course will be an added advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.
- DUTIES** : The successful candidate will be responsible to render a facility provision and maintenance service as well as Occupational Health and Safety service to the Department. The provision and maintenance of general facilities (electricity, air conditioning, furniture and general services, e.g. water, cleaning services) venues, canteen, kitchens, storerooms). Coordinate maintenance functions within the Department to ensure customer satisfaction. Coordinate and ensure office renovations, allocation of accommodation and parking. Provide Occupational Health and Safety services.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471
- POST 19/82** : **INTERNAL CONTROL CLERK REF NO 022/2022**
Sub-Directorate: Internal Control & Compliance
Internal applicants who previously applied for the post of Internal Control Clerk Ref No: 022/2022 are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05), plus benefits
: Pretoria
: A Finance/ Audit related 3-year tertiary qualification (NQF 6) with no experience OR Grade 12 with at least one-year relevant experience in Internal Control/SCM/Finance. Competencies/Skills: The ideal candidate should have the following skills: Report / document writing, Numeracy, and Computer Literacy (MS Office suite). Knowledge of BAS, LOGIS and PERSAL systems will be an added advantage. Knowledge of the Public Finance Management Act and Treasury Regulations as well as interpretation of these policies. Good interpersonal relations. Personal attributes: Must be a self-motivated individual, flexible with ability to work on multiple projects simultaneously and have a sense of urgency and ability to identify and resolve problems in a timely manner.
- DUTIES** : The successful candidate will be responsible to provide financial administrative and operational services within the Department. This entails the registration of invoices, monitoring the tracking system to ensure the timely payment of invoices and maintaining batch control registers for all incoming and outgoing documents. File all received payment batches and journals in the storeroom. Check payments for compliance with financial prescripts and report any identified non-compliances. Identify incidents of losses and damages, irregular expenditure, and fruitless & wasteful expenditure. Provide inputs through a report on all identified incidents to the supervisor. Perform daily and or monthly batch payment reconciliations to balance received, scanned and filed documents. Check-in received documents in the tracking system. Assist in the preparation of documentation for Loss Control Committee meetings. Scan received payments in the departmental server. Daily printing and filing of payment stubs issued by Finance. Retrieve documents for audit/ when required. Perform ad hoc duties as requested by the supervisor.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- CLOSING DATE** : 10 June 2022 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPISA 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, Please note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from 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 19/83** : **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACTS ADMINISTRATION REF NO: 2022/193**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum
: Polokwane Regional Office
: A three year tertiary qualification (NQF Level 6) in Real Estate / Property Science/ Urban and Regional Planning/ Built Environment or Law. Appropriate experience in Property Management with exposure to physical verification of fixed assets and letting out of fixed properties; Knowledge of property related

legislation; A valid driver's licence and willingness to travel extensively; Computer literacy, good communication and interpersonal skills.

DUTIES : Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Comply with the requirements of the PFMA. Supervision of staff.

ENQUIRIES : Mr Y.T. Siweya Tel No: (015) 291 6415

APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 19/84 : **ARTISAN CHIEF GRADE A: ELECTRICAL: WORKSHOP REF NO: 2022/194**

SALARY : R392 283 per annum

CENTRE : Cape Town regional Office

REQUIREMENTS : A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2) (h) of the Manpower Training Act, 1981 as amended or a certificate issued under the provision of the repealed section of the Act and relevant N3 or higher with five (5) years relevant experience after Trade test and at least two years of managerial experience. Valid driver's license Code 8 / higher. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all work shop equipment and knowledge of relevant trades.

ENQUIRIES : Mr. T Mudau Tel No: (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/Mr. M. Stephens at (082) 376 6005

APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. Please forward your application, quoting the relevant reference number, to the address mentioned and People with disabilities are encouraged to apply

FOR ATTENTION : Ms. C Rossouw

POST 19/85 : **ARTISAN PRODUCTION GRADE A: PAINTER - WORKSHOP REF NO: 2022/195 (X1 POST)**

SALARY : R308 836 per annum

CENTRE : Cape Town Regional Office/ Langebaan Weg

REQUIREMENTS : Proof of passing a trade test in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act and relevant N2 or higher with four years relevant experience after Trade test coupled with supervisory experience. Valid driver's license Code 8. Computer literate, knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Engineering and Building drawings.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the

		Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the Government building adherence requirement of the job.
<u>ENQUIRIES</u>	:	Mr. T Mudau Tel No: (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/Mr. M. Stephens at (082) 376 6005
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. Please forward your application, quoting the relevant reference number, to the address mentioned and People with disabilities are encouraged to apply.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 19/86</u>	:	<u>ARTISAN FOREMAN: FITTER AND TURNER, P.M.T.E – WORKSHOP REF NO: 2022/196 (X1 POST)</u>
<u>SALARY</u>	:	R308 826 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A completed apprenticeship as a fitter and turner and proof of passing a trade test in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act to N3 or higher, must be computer literate. Recommendations: Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations. Must have a valid 197d driver's license, Code 8 or higher, knowledge of General Engineering works, steel pipe installations, plant works, arc and gas welding, steel structure erections, operations of Engineering equipment, be able to read and understand Mechanical & Engineering drawings, experience in mechanical maintenance.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings adherence requirements of the job, including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor artisan assistants. Must be willing to climb ladders and work in confined spaces.
<u>ENQUIRIES</u>	:	Mr. T Mudau Tel No: (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/Mr. M. Stephens at (082) 376 6005
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. Please forward your application, quoting the relevant reference number, to the address mentioned and People with disabilities are encouraged to apply.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>NOTE</u>	:	Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post
<u>POST 19/87</u>	:	<u>ADMIN OFFICER: TRANSPORT (PROVISIONING AND LOGISTICS) REF NO: 2022/197</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Logistics/ Transport Management/ Public Administration/ Public Management or equivalent qualification. Appropriate working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of Standard Charts of (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE). Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Clientele/ customer relations skills. Good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently

- under pressure; willing to adapt to work schedule in accordance with directorate's requirements.
- DUTIES** : Ensuring day-to-day management and maintenance of fleet vehicles. Verify monthly kilometers travelled before approval for payment. Authorize trip itineraries. Receive and certify invoices for processing of monthly payments. Verify and process Subsistence and Transport claims. Ensure safe parking of fleet. Maintain records of driver's licenses, trip authorization files, etc. Ensure service maintenance of vehicles. Redirect traffic fines. Prevent misuse of fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Assist with preparation of interim and Annual Financial Statements. Ensure effective management of Fleet and Subsidised vehicle. Ensure adherence to prescripts/ policies and provide to all Units with regards to provisioning of goods and services as well as logistical services.
- ENQUIRIES** : Mr SS. Mabanne Tel No: (012) 406 2015
- APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria.
- FOR ATTENTION** : Ms K. Tlhapane/ Ms MC. Lekganyane
- POST 19/88** : **ARTISAN PRODUCTION A- AIR- CONDITIONING AND REFRIGERATION TECHNICIAN, PMTE – WORKSHOP REF NO: 2022/198 (X1 POST)**
- SALARY** : R193 512 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A completed apprenticeship as a fitter and turner and proof of passing a trade test in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act to N2 or higher, must be computer literate. Recommendations: Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations. Must have a valid driver's license, Code 8 or higher, knowledge of General Engineering works, copper pipe installations, air conditioning & refrigeration plant works, arc and gas welding, operations of Industrial refrigeration and air - conditioning units and equipment, be able to read and understand Mechanical & Engineering drawings of various plants, experience in refrigeration and air- conditioning maintenance.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings and Other Islands adhere requirements of job, including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor artisan assistants. Willing to climb ladders and work in confined spaces.
- ENQUIRIES** : Mr. T Mudau Tel No: (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/Mr. M. Stephens at (082) 376 6005
- APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. Please forward your application, quoting the relevant reference number, to the address mentioned and People with disabilities are encouraged to apply.
- FOR ATTENTION** : Ms. C Rossouw
- NOTE** : Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post
- POST 19/89** : **BOILER OPERATOR: WORKSHOP REF NO: 2022/199 (X3 POSTS)**
- SALARY** : R147 459 per annum
- CENTRE** : Pretoria Regional Office
- REQUIREMENTS** : Senior Certificate/ Grade 12 and an equivalent recognized national steam certificate. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment.

DUTIES : Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. .Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.

ENQUIRIES : Mr. I More Tel No: (072) 321 7104
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria.

FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane

POST 19/90 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2022/200 (X4 POSTS)**

SALARY : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10/ ABET level 3 plus Grade B (PSIR A), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS&A & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.

DUTIES : To provide physical security services at all Regional office buildings. To protect the lives, property/ assets and interest of department at the Regional Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria.

FOR ATTENTION : Ms K. Tlhapane/ Ms MC. Lekganyane

POST 19/91 : **GROUNDSMAN: WATER CARE REF NO: 2022/201**

SALARY : R104 073 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : ABET where applicable with 0- 2 years relevant experience as a groundsman.
DUTIES : Ensure that the grounds/gardens are kept in good condition. Mowing the grass on a regular basis. Trimming hedges. Maintain flower beds and cut grass. Planting flowers. Removal of weeds and litter. Keep unauthorised people away from work area. Assist with washing and maintaining equipment in proper working order. Assist with cleaning protective equipment. Use of various hand and power tools. Any and all other duties assigned by line supervisor.

ENQUIRIES : Mr JC Mkhize Tel No: (031) 314 7096
APPLICATIONS : Applications for Durban regional Office: The Regional Manager, Department of Public Works Private Bag X54315, Durban, 4000.

FOR ATTENTION : Ms. NS Nxumalo

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : recruitment@dsac.gov.za. Please quote the reference number in the heading/subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted.
- CLOSING DATE** : 15 June 2022 at 16:00
- NOTE** : It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email address indicated above. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za>. The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants must be South African citizens or a Permanent Resident; All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credits records. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

OTHER POST

- POST 19/92** : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMMES REF NO: DSAC-03/05/2022**
12 Month Contract Post
- SALARY CENTRE** : R382 245 per annum
Pretoria

REQUIREMENTS

: Candidates must be in possession of an appropriate Degree / National Diploma in Public Relations or equivalent related qualification as recognised by SAQA, 3 years' experience in Communication. Additional requirements: Traveling is required; Extended working hours may be required occasionally. Management Competencies: Client orientation and customer focus; People management and empowerment; Financial management; Program and project management; Change management; Communication; Knowledge management; Decision Making. Functional Competencies: Presentation skills; Problem solving and analysis; Business report writing, Influencing and networking; Planning and organizing; Interpersonal skills; Computer literacy; Negotiation Skills; Knowledge and Understanding of Public Service Regulatory Framework; Knowledge and Understanding of all Departmental Legislations and Prescripts; Knowledge of all communication strategies and processes.

DUTIES

: The purpose of this position is to facilitate Member's interface with Citizens on matters falling within the Departments portfolio; Engage communities on services of the Departments Portfolio: Assist with the interaction between the Office of the Director-General, various branches, Office of the Minister and Office of the Deputy Minister; Assist with activities for the next period with regard to liaison between the Office of the DG, Minister and Deputy Minister; Arrange meetings where progress reports required are to be discussed; Provide Team assistant support to management in the Office of the Director-General leading in the implementation of the identified key priority projects and campaigns. Reach out to unblock service bottlenecks with the portfolio: Follow-up on action plans and reporting matters; Follow-up on implementation of decisions taken during stakeholder meetings held in the Office of the Director-General; Collect preliminary information for the Chief Director to brief Director-General for audiences who request discussions; Assist with the arrangement of various events and programmes within the Office of the Director-General. Address citizens' complaints on the work of the portfolio: Keep a register of all complaints; Distribute complaints to relevant functional unit; Update the register on how the complaints were resolved; Report monthly on the number of complaints received and resolved. Facilitate easy access to Public Services: Liaise with the citizens on all matters pertaining to the Department; Arrange meetings with stakeholders; liaise with the Office of the Minister and Deputy Minister on Imbizo's and provide secretariat support for the Imbizo Coordination Meetings.

ENQUIRIES

: Ms N Ngcama Tel No: (012) 441 3430

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 13 June 2022 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed 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. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 19/93** : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGY AND PLANNING REF NO: DT 19/2022**
- SALARY** : R882 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE REQUIREMENTS** : Pretoria
A SAQA recognised NQF level 7 qualification in Computer Science or Information Management or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position in a strategy and policy development environment. Extensive experience in the field of software development and knowledge/information management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc). Working knowledge of Geographical Information Systems (GIS), web technology and mobile technology. Sound Knowledge and skills in project management, financial management, people management and empowerment. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for conducting assessment for the development of the National Tourism Knowledge Agenda. Conducting consultations on the developed Tourism Knowledge Agenda; facilitating communities of practice for knowledge sharing and exchange; engaging internal stakeholders on the importance of knowledge management to influence organisational change; identifying sector knowledge management goals and objectives; monitoring, evaluating and reviewing knowledge management policies and frameworks; re-designing and improving knowledge platforms; translating of user needs into knowledge requirements; coordinating the development of content for the Integrated Knowledge Management System and other knowledge management systems; capturing and codifying tacit knowledge to facilitate its reuse; driving content creation, development and enhancement of the Integrated Knowledge Management System and other knowledge management tools; coordinating the information management of knowledge repositories facilitate maintenance continuously; conducting stakeholder needs assessment and analysis to build tourism knowledge base;

		conducting benchmarking and analysis for the development of the Knowledge Management Strategy; implementing the knowledge management strategy and coordinating activities for successful execution of the strategy's objectives.
<u>ENQUIRIES</u>	:	Mr T Mothoagae Tel No: (012) 444 6383
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/94</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: DT 20/2022</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF level 7 qualification in Tourism/Economics, Humanities, Social Sciences and Development Studies or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position. Sound knowledge of the Framework for Strategic and Annual plans. Knowledge of the Government Wide Monitoring and Evaluation Framework. Knowledge of Managing Programme Performance Information, 2007. Experience in financial management. Knowledge and skills in strategic partnerships, project & contract management, change management, people management and empowerment, Good interpersonal skills and communication skills. Experience in stakeholder management. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for ensuring policy and strategy alignment of department's priorities with national programmes; identifying and proposing areas for government intervention to enhance the development of local tourism; facilitating partnerships and institutional relations in terms of agreements reached; managing and coordinating reporting on the implementation of national programmes; monitoring and facilitate participation of the department on external stakeholder activities including relevant stakeholder forums, meetings, events and conferences; publishing and disseminating information on trends and performance of local government in developing and growing local tourism; Coordinate the establishment of partnerships and linkages with relevant sector departments, provinces, private sector and other relevant agencies; Coordinate the identification of national tourism stakeholder engagement platforms (Ministry and Director-General) to address pertinent issues with an impact on tourism; facilitating decisions on strategic issues emanating from Cabinet Clusters which are brought to the attention of management; liaise with Cabinet Cluster component on issues emanating from the Clusters which are brought to the attention of management; facilitating departmental implementation of strategic Cabinet; FOSAD, Clusters, Implementation forums decisions and directives; facilitating effective collaborations and partnerships with stakeholders to periodically review, facilitate implementation of norms and standards, guidelines, codes of practice, international best practice and regulations; coordinating the development and periodic review of the stakeholder engagement framework; facilitate the development and implementation of the department's stakeholder relations management strategy for the public and private sectors; manage the development of a comprehensive and reliable stakeholder contact management system for the department; manage the development and maintain of a stakeholder database for the department; manage the coordinating and liaising on strategic issues relating to community based tourism initiatives; facilitating strategic partnerships to advance a responsible tourism model for community based tourism; coordinating strategic partnerships to promote universal accessibility to tourism infrastructure.
<u>ENQUIRIES</u>	:	Aneme Malan Tel No: (012) 444 6380
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/95</u>	:	<u>DEPUTY DIRECTOR: ENTITY OVERSIGHT REF NO: DT 21/2022</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund

	:	and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A SAQA recognised NQF level 7 qualification Social Sciences, Public Administration or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position preferably in an entity oversight environment. Proven experience and exposure to corporate governance processes and government planning and reporting cycle. Drivers' license. Sound Knowledge of applicable legislations and prescripts governing public entity oversight, protocols on Corporate Governance, PFMA, Treasury Regulations, framework for Strategic Plans and Annual Performance Plans 2010, framework for managing Programme Performance Management 2007, King Report & Code of Corporate Governance, Parliamentary tabling legislations and processes; Knowledge of Monitoring & Evaluation processes, planning guideline and cycles. Excellent skills in organising, interpersonal and stakeholder liaison. Skills on strategic planning, project management, financial management, people management and empowerment. Proven skills in minute taking and report writing. Ability to work independently under constant pressure in a strict deadline driven environment in a meticulous manner. A valid driver's licence, willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Reporting to the responsibility manager, the successful candidate will be responsible for the following key functions: Facilitate Public Entity's governance and regulatory compliance framework for shareholder oversight support; Coordinate the appointment of members of the public entity's board; Facilitate the evaluation of the strategic and annual plans, budgets and mandatory performance reports; Coordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports including general parliamentary support; Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board.
<u>ENQUIRIES NOTE</u>	:	Bahupileng Peege Tel No: (012) 444 6324
	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/96</u>	:	<u>BRANCH COORDINATOR: CORPORATE MANAGEMENT REF NO: DT 22/2022</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A SAQA recognised NQF level 7 qualification in Public Administration, Social Sciences or any related field. Minimum of 3 years working experience in a management (Assistant Director or equivalent) position. Sound knowledge of strategic planning, programme management, project management, budget and expenditure management, service delivery innovation. Knowledge of applicable legislations and prescripts governing public service (PFMA, Treasury Regulations, HR Regulatory framework, framework for Strategic Plans and Annual Performance). Knowledge of policy environment within which tourism operates will be an added advantage, Excellent planning, coordination, communication skills (written, verbal), Ability to work under pressure, to function independently and as part of a team. Demonstrate innovation and creativity. Proven skills in minute taking and report writing. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing financial management support, consolidate budget inputs, monitor the Branch budget to detect over/under expenditure, report instances of deficit/excess expenditure during Estimate of National expenditure(ENE), Medium Term Expenditure Framework(MTEF), and adjustment Estimates(AE), ensure shifting of funds and journal entries to correct over/under expenditure, coordinate the provision of financial projects, provide Supply Chain Management support, detailed verification and interrogation of all supply chain management transactions before forwarded to the Deputy Director-General, manage assets of the Branch in terms of availability and movements, manage assets of the Branch in terms of Supply Chain Management policies,

coordinate and collate inputs for the Procurement, Demand Management Plans of the branch, coordinate the development of asset register, provide oversight on the procurement of goods and services, processing of invoices for payment, provision of administrative and programme, coordinate together with the HR, Strategy & Systems, Communication and Legal services on the implementation of relevant functions, coordination of the process of compiling the strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan, consolidate and coordinate branch quarterly performance reports, analyse evidence for performance reporting, package and load them on EDMS, coordinate inputs on the implementation and progress of Risk Management Plans, manage the branch Audit processes, provide support on programme special projects, prepare strategic documents, reports and presentation, conduct research, analyse and submit credible information, ensure proper filing of all electronics as well as hard copy documents, facilitate logistical support services, provide secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions), follow up on action plans/decision register, monitor EDMS workflows of the branch.

ENQUIRIES : Ms R Ngwenya Tel No: (012) 444 6709
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

POST 19/97 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND GRAPHIC DESIGN REF NO: DT23/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF level 7 qualification in Communication/Journalism/Graphic Design or any other relevant field. Minimum of three years working experience in a management (Assistant Director or equivalent) position within the relevant environment. Good understanding and exposure to government communications system. Experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Willingness to work long hours and to travel outside of office. Knowledge of information gathering and analysis. Ability to work with diverse personalities and to resolve conflict. A valid driver's licence.

DUTIES : The successful candidate will be responsible for managing production and distribution of departmental publications, develop production schedule, develop distribution plan, facilitate the development of distribution report, manage the placement of electronic versions, manage the design and layout of communications products, facilitate the sourcing of photographs, logos and other required graphics, ensure the archival of all finished products, maintain a database of all work done, provide advice on correct CI application, manage the sign-off process of products produced, develop and update content on the intranet, manage usage of internal communication channels to distribute messages, write and edit content for the monthly newsletter, manage and maintain the image library for the department, provide photographic services for the departmental events/project, attend and provide input/feedback at weekly and monthly directorate meetings and planning sessions, attend and provide input/feedback at chief directorate meetings and planning sessions, submit weekly and monthly reports, draft monthly focus, draft submissions for top management's approval, manage the sub-directorate annual planning process, submit quarterly reports and evidence towards the department Annual Performance Plan, financial management in terms of providing input to the directorate budget and developing procurement specifications, attend and provide input/feedback at project planning meetings, travel planning for the sub-directorate and assist with travel arrangements.

ENQUIRIES : Ms S Lebele Tel No: 066 487 8709
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

<u>POST 19/98</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: DT17/2022</u>
<u>SALARY</u>	:	R480 927 – R1 157 940 per annum (suitable salary will be determined in accordance with the OSD determination), (Notch and All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised LLB degree, At least 8 years' appropriate post qualification legal/litigation experience. Knowledge of relevant Acts and Prescripts, BAS, Logis, PERSAL, knowledge of Constitution, knowledge of the PFMA, knowledge of Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for supervision and administer legal advice/opinion in the department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with drafting of cabinet memorandum, pilot legislation through the parliamentary process, litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction State Attorney and make recommendations for appointment of suitable Advocate to be appointed of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finality finalisation, review all pleadings at all stages for the court case as per court rules, drafting of Contract and intentional Agreements, draft, verify the contracts and international agreements to drafted and edited, conduct research on applicable policy, legislation or regulation to be followed , draft legal documents and advice on hand or mentor juniors on drafting of legal documentation that provide clear motivation/justification for a particular position pertaining to the case.
<u>ENQUIRIES NOTE</u>	:	Ms M Boikanyo Tel No: 012 444 6275 EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/99</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION REF NO: DT 24/2022</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised NQF level 7 qualification in International Relations/ Economics/ Tourism or any other related field. Minimum of 3 years' working experience in a supervisory position within an International Relations or Tourism environment. Project Management skills. Sound knowledge and skills in stakeholder management, financial management and human resource management. Excellent writing and analysis skills. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with national priorities; coordinating South Africa's national interests and strategic partnerships with prioritised multilateral organisations and strategic formations; facilitating the development of the stakeholder consultation framework; assisting with the engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintenance of multilateral engagements database for the department; Facilitate updating the database and retrieving information upon request; assisting in analysing international trends to identify the best practices; facilitating identification of points of interface with prioritised multilateral organisations; developing briefing notes and lobbying and for country positions; monitoring and reporting continuously in terms of multilateral engagements.
<u>ENQUIRIES</u>	:	Mr V Maseko Tel No: 012 444 6646

- NOTE** : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
- POST 19/100** : **ASSISTANT DIRECTOR: MONITORING AND DATA MANAGEMENT REF NO: DT 25/2022**
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF level 7 qualification in Economics or any other related field. A postgraduate qualification will be an added advantage. Minimum of 3 years' working experience in a supervisory position within a Monitoring and Evaluation environment. Experience in research, knowledge of government monitoring and evaluation framework and practices, understanding of data collection processes, Knowledge of data analysis and data processing, knowledge of database/system management. A valid driver's licence and willingness to travel.
- DUTIES** : The successful candidate will be responsible for supporting and conducting desktop research. Assist with the review of data Management guideline, assist with the development and implementation of monitoring indicators, assist with the development and updating of the M&E database / systems. Conduct data collection for Monitoring and Evaluation. Data Processing of for M&E projects / programmes. Assist with the development of Monitoring and Evaluation reports and improvement plan. Verifying and validating data captured on the M&E databases and systems; supervise data capturing for M&E projects and programmes. Assist in coordinating stakeholder engagement meetings for the Directorate, performing administrative tasks and supporting the directorate in achieving its plans.
- ENQUIRIES** : Mr T Mafela Tel No: 012 444 6371
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
- POST 19/101** : **KNOWLEDGE MANAGEMENT OFFICER REF NO: DT 26/2022**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF level 6 qualification in Tourism Management, Administration, Information Technology, Knowledge Management or any other related field. Minimum of three years' working experience in a strategy/policy development environment. A clear understanding of the Tourism sector in South Africa and globally. Knowledge of relevant Acts and Prescripts. Knowledge of procurement and budgeting processes. Advanced computer skills. Good communication and interpersonal skills. Ability to work individually and in a team. Ability to work under pressure. Good report writing skills. Sound organising and planning skills. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for providing administrative support for the development, review and implementation of the knowledge management strategy; Providing administrative support for the development, review and implementation of the National Tourism Knowledge Agenda; Providing administrative support for the development and implementation of knowledge management policies and frameworks in support of the National Tourism Sector Strategy (NTSS) implementation; Assisting the Directorate: Knowledge Management with administrative tasks; Assisting with quality assurance of documents, data and information; Providing administrative support for the collection and consolidation of knowledge from various sources to inform policy, planning, decision making and departmental programmes.
- ENQUIRIES** : Mr M Lose Tel No: (012) 444 6368
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male, and White Male Candidates.
- POST 19/102** : **LEGAL ADMINISTRATIVE OFFICER MR1-5 REF NO: DT18/2022**
- SALARY** : R260 928 – R926 193 per annum (suitable notch to be determined in accordance with the OSD determination)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised LLB degree, 1 to 8 years' post qualification legal experience in accordance with the OSD determination. Knowledge of relevant Acts and Prescripts, BAS, Logis, PERSAL, knowledge of Constitution,

knowledge of the PFMA, knowledge of Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.

DUTIES

: The successful candidate will be responsible for administering legal advice/opinion in the Department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with the drafting for cabinet memorandum, pilot legislation through the parliamentary process, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function. Litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finally finalisation, consult with the relevant line function at each stage of the pleadings, draft, verify the contracts and international agreements to be drafted and edited, conduct research on applicable policy, legislation or regulation to be followed, draft legal documents and advice on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, administrative duties, liaise with shareholders on legal interventions, draft and/or edit legal correspondence on all legal administrative enquiries, conduct awareness on the legal interventions, submit monthly and quarterly report to the Senior Legal Administration Officer.

ENQUIRIES

: Ms M Boikanyo Tel No: 012 444 6275

NOTE

: EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 10 June 2022

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 19/103 : **DIRECTOR: DRINKING WATER REGULATION REF NO: 100622/01**
Branch Regulation, Compliance and Enforcement
CD: Water Use Compliance and Enforcement
(This is a re-advertisement, applicants who have previously applied must re-apply)

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package)

CENTRE : Pretoria Head Office

REQUIREMENTS : A Bachelor's Degree at NQF 7 in Science / Environmental Science / Environmental Management in the Natural Sciences field. An Honours degree in the above-mentioned fields and registration with SACNASP as a Professional Natural Scientist will serve as added advantages. Six (6) to ten (10) years operational experience preferably in the Integrated Water Resource Management/Water Sector Regulation environment. Five (5) years experience at Middle/Senior Management level. Knowledge and experience in the implementation of National Drinking Water Quality framework. Understanding of compliance and enforcement management systems. Knowledge and understanding of the National Water Act, Water Service Act and Regulations including SANS 241. Knowledge and understanding PSA, PSR, PFMA etc. Knowledge and experience in Policy formation, implementation and

monitoring. Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management. The following behavioural competencies: Knowledge Management, Service Delivery Innovation (SDI), Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and good communication skills. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours.

DUTIES : Develop National Drinking Water Regulation Strategy. Provide input for local regulation with relevant stakeholders. Promote awareness on Drinking Water Quality Framework to all sector stakeholders. Develop, review and maintain Sect 9 WSA norms and standards i.t.o. drinking water. Support the development of appropriate, practical and sustainable technical support documents and tools. Undertake assessment of drinking water supply systems for compliance with set standards and regulatory instruments. Monitor and assess registered municipal boreholes for compliance with set standards and regulatory instrument. Develop Blue Drop report and BDPAT report. Coordinate periodic regulatory audits of the drinking water quality data and management systems of WSAs. Ensuring compliance with National Standards for Quality of services. Ensure implementation of policies and regulations for monitoring compliance in drinking water standards. Provide guidance and assistance to WSAs by reviewing Water Services Development Plans to ensure that drinking water quality monitoring is included. Manage information incl. a sector database and information sharing system covering key aspects such as tracking WSA drinking water quality data. Engage stakeholders regarding identified drinking water quality challenges and provide support measures thereof. Monitor and verify information submitted by the WSI on the Blue Drop System. Monitor regional offices tasked with conducting follow-up inspections of poor performing WSIs, delegated intervention/enforcement activities and ensure national regulatory uniformity.

ENQUIRIES : Ms A Muir Tel No: 012 336 8806
APPLICATIONS : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment and Selection unit
NOTE : Preference would be given to female applicants.

POST 19/104 : **DIRECTOR: REGULATION REF NO: 100622/02**
 Branch: Provincial Coordination and International Cooperation: North-West

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : An NQF level 7 qualification in Natural Sciences / Social Sciences or relevant qualification. Five (5) years experience at middle / senior managerial experience. Six (6) to ten (10) years functional experience in Water Resource Management environment / relevant sector. Knowledge of water quality management. Knowledge of monitoring of water quality and quantity. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation of human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of project management. Strategic capability and leadership. Programme and project management skills, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, accountability and ethical conduct.

DUTIES : Provide strategic leadership and business planning. Support sustainable and equitable water resource management. Provide universal access to safe and affordable water services by regulating all water users. Manage compliance monitoring and enforcement.

ENQUIRIES : Mr CM Lobakeng Tel No: 018 387 9502
APPLICATIONS : North-West (Mmabatho): For purposes of response handling, kindly forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment and Selection unit.

OTHER POSTS

- POST 19/105** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: 100622/03**
Branch: Infrastructure Management: Head Office
- SALARY** : R408 075 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant Honours Degree in Environmental or related field. A valid driver's license. Experience in any of the following fields will serve as an added advantage: water resources management, environmental sciences, natural resource economics, compliance monitoring and enforcement. Working knowledge of the National Water Act (Act No 36 of 1998), or relevant environmental management legislations and related policies. Knowledge and understanding of integrated water resource management. Knowledge of PFMA and Treasury Regulations. Ability to review technical and scientific reports and provide the recommendations. Exposure to construction environment. Technical report writing skills. Ability to provide technical and scientific support to the Department of Water and Sanitation and other government departments. Professional judgement. Presentation and networking skills. People management skills. Planning, organizing, conflict management and change management. Excellent problem solving and analytical skills. The ability to work independently to interact with communities, professional service providers and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours.
- DUTIES** : Provide integrated environmental services towards the development, maintenance, rehabilitation, and refurbishment of bulk water infrastructure projects. This includes amongst others, the undertaking of environmental legislative screening investigations as well as providing technical inputs and recommendations. Compilation and advice on environmental management programmes for the departmental infrastructure projects. Partake in resolving social and ecological issues that arise during the construction, upgrading of infrastructure and conducting environmental audits. Assist in developing and implementation of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advice on applications for commercial and recreational water use activities at state dams especially with regards to PFMA and Treasury Regulation requirements. Give support and guidance to the DWS infrastructure operations duster offices. Represent the department in various fora, including participation in the infrastructure project progress. Develop terms of reference and assist in the management of PSPs where required. Attend meetings and manage conflicts among various stakeholders during the relocation and settlement negotiation process as well as provide advice to other chief directorates on matters relating to environmental compliance and requirements.
- ENQUIRIES** : Mr JC Maluleke Tel No: 012 336 8875/ Mr L Mzanywa Tel No: 012 336 8582
APPLICATIONS : Head Office (Pretoria) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit
- POST 19/106** : **RISK MANAGEMENT PRACTITIONER REF NO: 100622/04**
Branch: Office of the Director-General
Dir: Risk Management
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in field of Risk Management or related areas (Eg: ICT, Finance, Auditing, etc) or equivalent. Two (2) years experience in risk management environment. A valid driver's license. Computer literacy in MS Office, Excel, Outlook and PowerPoint. Knowledge and experience of risk management processes, strategies and techniques. Public sector risk management framework, ISO 31000 standard and COSO framework. King III and or IV report on Corporate Governance. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative and clerical procedures and systems.

Departmental policies and procedures. Governmental financial systems. Knowledge of risk management in the public sector. Project management, organizational and analytical skills. Problem solving and analysis. People and diversity management. Good communication skills both (verbal and written). Ability to work under pressure and to work alone. Attention to details and customer focus.

DUTIES

: Assist in the identifications and prioritizing of risks. Conduct risk assessments. Assist in the compilation of risk mitigation plans. Assist in the collation of risk management information. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee).

ENQUIRIES

: Mr N Mahosi Tel No: 012 336 8567

APPLICATIONS

: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment and Selection unit

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY**

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstresury@gmail.com or recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Mr. W van Zyl Tel No: (051) 405 5266, Fidel Castro Building
- CLOSING DATE** : 10 June 2022
- NOTE** : Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV), Applicants are requested to complete the Z83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Short listed candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS

- POST 19/107** : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT & CONTRACT MANAGEMENT REF NO: FSPT 009/22**
- SALARY** : R744 255 per annum (Level 11), an all-inclusive salary package, (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE REQUIREMENTS** : Bloemfontein
: A relevant degree/advanced diploma (NQF level 7 qualification) in Supply Chain Management/Financial Management/Accounting or equivalent qualification with a minimum of 3 years' experience in a junior management position (ASD level) in a supply chain management environment or related field. Knowledge of the Public Finance Management Act (PFMA), legislative framework on supply chain management and Public Private Partnerships (PPP) and government related policies. Computer literacy. A valid driver's license.
- DUTIES** : Manage demand management services. Guide the design and development of a Strategic Procurement Strategy. Manage the implementation of the Provincial Procurement Strategy. Monitor acquisition management services. Manage strategic procurement risks. Monitor Public Private Partnerships (PPP) infrastructure procurement and major capital projects. Manage the development and maintenance of strategic procurement strategies.

Management the performance of transversal and departmental contracts. Render and administer advice on the central supplier database (CSD) and provide guidance on norms and standards on supply chain management. Manage the Sub-directorate.

ENQUIRIES : Mr. TM Mabilo Tel No: (051) 405 4175

POST 19/108 : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: FSPT 010/22**

SALARY : R382 245 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A B Com degree in Financial Accounting or equivalent qualification (NQF level 7) with Accounting as a major subject. A minimum of three years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, Financial Systems and applicable Instruction Notes. Computer literacy. Good verbal and written communication skills. Valid driver's license.

DUTIES : Co-ordinate and provide training within the Free State Provincial Government to ensure capacity building. Compile provincial instruction notes, guidelines and procedure manuals in order to ensure implementation and adherence by all provincial departments. Amend and implement National Treasury prescripts. Compile, consolidate and verify KCM assessments and reports to promote accurate and credible accounting information for the allocated department/entities. Evaluate asset and liability items and any new financial systems to ensure adherence to Provincial and National norms and standards. Verify delegations against requirements and maintain financial management information for provincial departments and entities. Ensure the successful implementation of banking arrangements for provincial departments. Manage resources to ensure the smooth running of the Division.

ENQUIRIES : Ms. N Y Lebone Tel No: (051) 405 5065

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 19/109** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014115 (X 1 POST)**
Directorate: Anaesthetics
- SALARY** : R1 122 630 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allow registration with HPCSA as Medical Specialist in Anaesthesia. HPCSA registration as an independent Medical Specialist in Anaesthesia .Proof of current registration with HPCSA (2022/2023) or proof of payment. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team is necessary.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr P Mogane Tel No: (011) 933 9335
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be

subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- CLOSING DATE** : 10 June 2022
- POST 19/110** : **MEDICAL REGISTRAR REF NO: REFS/014116 (X 1 POST)**
Directorate: Psychiatry
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023) or proof of payment. Having the Diploma in Mental Health and/or part 1 exams will be a significant advantage. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizen or permanent resident.
- DUTIES** : The incumbent will be responsible for psychiatric assessments, including risk assessments, clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and the application of cost containment measures in service delivery. Academically, registrars will attend the Psychiatry teaching programme as per the department of Psychiatry at the University of the Witwatersrand. To conduct research under supervision - with respect to the attainment of the MMED; train in the various psychotherapy modalities; teach and supervise medical and other undergraduate students as well as medical interns. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.
- ENQUIRIES** : Dr W Friedlander Tel No: (011) 933 9239
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish

the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- CLOSING DATE** : 10 June 2022
- POST 19/111** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/ 014117 (X1 POST)**
Directorate: Neurosurgery
- SALARY** : R833 523 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent Medical Practitioner. Proof of current registration with HPCSA (2022/2023) or proof of payment. Passed FC Neurosurgery primaries. Experience in Neurosurgery will be added as advantage.
- DUTIES** : Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.
- ENQUIRIES** : Prof J Ouma Tel No: (011) 933 8103
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be

subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- CLOSING DATE** : 10 June 2022
- POST 19/112** : **MEDICAL REGISTRAR REF NO: REFS/014118 (X1 POST)**
Directorate: Neurosurgery
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent Medical Practitioner. Proof of current registration with HPCSA (2022/2023) At least 6 months' experience in Neurosurgery, have passed intermediate exams will be added as an advantage, but must be eligible to sit those exams.
- DUTIES** : Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational values and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal skills. Perform department administrative duties, and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.
- ENQUIRIES APPLICATIONS** : Prof J Ouma Tel No: (011) 933 8103
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- CLOSING DATE** : 10 June 2022
- POST 19/113** : **MEDICAL REGISTRAR REF NO: REFS/014121 (X1 POST)**
Directorate: Dermatology
- SALARY** : R833 523 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA with Independent Practice. Preference will be given to candidates with Diploma in HIV Management and who have post community service and Medical officer work experience in Internal Medicine. HPCSA registration as an independent Medical Practitioner. Proof of current registration with HPCSA (2022/2023)
- DUTIES** : The incumbent will be responsible for clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and application of cost containment measures in service delivery. Academically, registrars will attend the Dermatology teaching programme as per the department of Dermatology of the Witwatersrand. To conduct research under supervision- with respect to the attainment of the MMED; teach and supervise undergraduate students. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to

determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- CLOSING DATE** : 10 June 2022
- POST 19/114** : **CLINICAL PSYCHOLOGIST REF NO: TRH 10/2022**
- SALARY** : Grade 1: R724 062 - R796 041 per annum, (all-inclusive package)
Grade 2: R844844 – R937 704 per annum, (all-inclusive package)
Grade 3: R980 529 - R1 155 006 per annum, (all-inclusive package)
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Master's Degree in Clinical Psychology, registration with HPCSA as an independent Practitioner and proof of registration with the council for the current financial year. The candidate should have ability to work with the clinical team using patient centred, Goal orientated and interdisciplinary approach. Experience and interest in rehabilitation of persons with disabilities will be an added advantage. The candidate must be willing to participate in various hospital committees to assist the institution to achieve its objective (e.g., Quality Assurance etc), Participate in health awareness campaigns and staff in-service training. Computer literacy, innovative, good interpersonal, communication and problem-solving skills. Ability to take initiative, Work independently, accurately and diligently.
- DUTIES** : To conduct and complete diagnostic assessments and treatment of patients. To provide quality and sustainable psychological services according to the standards outlined by the HPCSA. Implement psychology care management activities according to a clinical psychologist's scope of practice and act upon breaches of law relating to practice standards and professional code of conduct. Good understanding and knowledge of ethical practice within the profession in order to guide the clinical team. Implement the comprehensive plan for promotion of mental healthcare services, treatment and rehabilitation of patients. Administer treatment plans in accordance with prescribed norms and standard guidelines and treat accordingly. To participate in the development of the clinical psychology department and profession. To extend psychological support to patient's caregivers where applicable. Reporting and communicating on the continuity of care to interdisciplinary team and make appropriate referrals when necessary. Provide mentorship and guidance to community service psychologist and allocated students. Adhere to record keeping standards and keep accurate statistics. Develop own skills and knowledge by identifying and attending relevant courses, workshops, work group etc. Adherence to all prescribed Acts/Policies (e.g., Basic Conditions of Employment Act, National Health Act, Code of conduct, PMDS etc. and any directive on clinician governance.
- ENQUIRIES** : Mrs. K Ngubeni Tel No: (012) 354 – 6125
- APPLICATIONS** : Applications must be hand delivered to: Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria 0001 or e-mailed to VusiEdward.Ngoma@gauteng.gov.za
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully completed Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be

considered after the closing date. Males and people with disabilities are encouraged to apply.

CLOSING DATE

10 June 2022

POST 19/115

OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 560

Directorate: Nursing Services (Orthopaedic)

SALARY

R571 242 per annum, (all inclusive package)

CENTRE

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

Basic R425 qualification (i.e. Diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. A Post basic in nursing qualification with a duration of at least 1 year accredited with SANC in one of the specialities. Current registration with the South African Nursing Council for 2022. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualification in Medical and Surgical Nursing Science (Orthopaedic Nursing). Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES

Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

APPLICATIONS

Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.

NOTE

Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification,

qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- CLOSING DATE** : 10 June 2022
- POST 19/116** : **OPERATIONAL MANAGER NURSING: TRANSPLANT & ORTHOPAEDIC HIGH CARE UNIT REF NO: SBAH 043/2022**
 Directorate: Nursing
 (Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum, plus benefits
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e diploma\degree in Nursing a a Professional Nurse. A minimum of 9 (nine) years appropriate \ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Nephrology Nursing Science. Computer literate. Verified proof pf experience. Service certificates are compulsory. South African Nursing Council annual practicing certificate. Valid driver's license. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self-subordinates.
- ENQUIRIES APPLICATIONS** : Mrs AM Mowayo Tel No: 012 354 1300/1976
 : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 June 2022
- POST 19/117** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SBAH 044/2022 (X2 POSTS)**
 Directorate: Diagnostic Radiography
- SALARY CENTRE REQUIREMENTS** : R322 746 per annum, plus benefits
 : Steve Biko Academic Hospital
 : Diploma/B-RAD –TEC in Diagnostic Radiography. Registration with the HPCSA is compulsory. Computerized literacy essential-all the X-RAY units are digital.
- DUTIES** : Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To produce X-RAY images according to prescribed protocols, radiation control. Measures and medico-legal requirements. Assist in the training of Community Services Radiographer, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate.

- ENQUIRIES APPLICATIONS** : Mrs S Van Niekerk Tel No: 012 354 1379
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 June 2022
- POST 19/118** : **SOCIAL WORK GRADE 2 -3 REF NO: SBAH 045/2022**
Directorate: Social Work
- SALARY** : Grade 2: R321 546 per annum, plus benefits
Grade 3: R389 991 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
BA (Social Work). Experience in Hospital setting will be an added advantage with 10 years (Social Work: **Grade 2**) and 20 years (Social Work: **Grade 3**) of experience after registration with SACSSP. Valid driver's license. Good communication skills. Problem solving skills. Computer literacy.
- DUTIES** : Ensure that Social Work services are rendered with regard to the care, support and protection of vulnerable individuals, groups, families, and communities through the relevant programmes. Ensure that planned intervention programmes are implemented on daily basis. Knowledge of Children's Act no 38 of 2005 as amended as amended and Mental Health Care Act no 17 of 2002 And other relevant legislations. Good conflict resolution and people management. Evaluate work performance according to PMDS policy guidelines for Social Work. Create favorable working environment for Social Work staff. Performed administrative functions required for the job including compiling complex reports, complete daily, weekly and monthly statistics. Supervise and mentor Social Work staff including student Social Workers to enable them to render effective and efficient Social services. Keep up to date with new developments in Social Work field. Research.
- ENQUIRIES APPLICATIONS** : Ms Sono H.L Tel No: 012 354 1781/1522
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 June 2022

PROVINCIAL TREASURY

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



- APPLICATIONS** : Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za
- CLOSING DATE** : 13 June 2022 @12H00
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel

Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

MANAGEMENT ECHELON

- POST 19/119** : **DIRECTOR: PUBLIC FINANCE REF NO: GPT/2022/05/7**
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R1 073 187 per annum, (all- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
- DUTIES** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Economics and /or Public Management field. 5 years of experience at a Middle Management level relevant to the duties outlined below.
To provide guidance on provincial resource allocation and to monitor and evaluate the utilisation of provincial resources and to ensure credible budgetary planning frameworks. Provide guidance and inputs on the formulation and implementation of budget policy for the MTEF and Adjustment Budget processes in line with the Growing Gauteng Together Plan and the Five Priority areas of the 6th Administration. Monitoring and evaluation and analysing and reporting on departments spending of the approved budgets. Performance Management Review aimed towards outcomes, impact and value for money in terms of strategic resourcing. Render effective strategic and technical support and guidance to GPG departments. Thematic Policy Research and Analysis on key issues within the Social Sector. Manage the Directorate and implement Sustainable Fiscal Resource Management's output statement and strategy by contributing to the outcomes orientating customer and achieving operational excellence.
- ENQUIRIES** : Ms B. Mtshizana Tel No: 011 227 9000
- POST 19/120** : **DIRECTOR: INTERNAL AUDIT COMMITTEES REF NO: GPT/2022/05/8**
Directorate: Transversal Risk Management and Internal Audit
This is a re-advertisement. Applicants who have previously applied need not to re-apply.
- SALARY** : R1 073 187 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
- DUTIES** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Business Administration/ Public Administration/ Risk Management/ Auditing or Finance. 5 years MMS/SMS experience in the area of Committee Secretariat, Finance or Auditing. High level minutes taking and report writing skills. Verbal and written communication skills and must be able to work under pressure. Knowledge of Departmental policies and procedures, Public Finance Management Act, Treasury Regulations and DPSA Frameworks.
Develop and manage the operational plan to ensure effectiveness of the Audit Committee Sub-directorate and report on progress as required, including the facilitation of effective communication with the relevant stakeholders; Ensure fully functional, operational and effective Audit Committees within Gauteng

Provincial Government (GPG) and the implementation of effective Governance principles as well as communication with key stakeholders both internal and external; Compile budget forecast and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of Audit Committee Members within stipulated timeframes; Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee Directorate; Provide strategic direction to the directorate and establish effectiveness of Internal Audit Unit; Auditor General Opinion and Findings for Gauteng Provincial Treasury (GPT); Administration of the unit.

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

OTHER POSTS

POST 19/121 : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: GPT/2022/05/9**
Directorate: Internal Risk and Integrity management

SALARY : R744 255 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Risk Management/ Auditing/ Forensics/ Public administration or related field. 3 – 5 years' experience at supervisory level in Risk/ Ethics/ Anti-fraud and corruption. Knowledge and understanding of Public Sector Code of Conduct, Public Service Act, Integrity Management Framework.

DUTIES : Conduct research on the Professional Ethics in the Public Services and on Anti-corruption initiatives. Facilitate the development of anti-corruption and integrity management policies, frameworks and strategies, and ensure implementation of the policies and strategies. Maintain a database of investigations, monitor implementation of forensics recommendations. Conduct ethics risk assessment and co-ordinate the fraud risk assessment. Promote ethics and Anti-corruption across the Department. Monitor the ethics training register and ensure that all employees have completed the ethics On-Line training. Manage conflict of interest, including financial disclosures of employees, application for RWOPs and the gift register. Co-ordinate audits on ethics and stakeholder reporting

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

POST 19/122 : **ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: GPT/2022/05/10**
Directorate: Sustainable Fiscal Resource Management

SALARY : R382 245 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Public Management and Governance or Public Management or Public Administration or Public Governance or Public Policy or Public Finance and/or related field 3-5 years' experience in the Fiscal Policy or Budget Management or Public Finance areas and/or related to job content. Knowledge of MS Word, Excel, PowerPoint, Research analysis. Skills in report writing and problem solving.

DUTIES : Provide support with monitoring and reviewing the implementation of revenue enhancement strategy through providing inputs on revenue proposals from the departments; contributing to discussions regarding an equitable division of revenue and participate in the medium-term revenue planning process. Provide input into the transparent and effective revenue management process, through supporting departments in application of effective tools and techniques to maximize the collection of revenue owed to the province; prepare reports for revenue forums and other stakeholders and conduct site visits to various revenue collecting institutions. Provide inputs into the development of revenue management policy and other policies relating to revenue. Conducting and supporting determination of own revenue estimates, in-year revenue adjustments for the Medium-Term Revenue and Expenditure Framework. Estimates through analysing revenue budget proposals from departments and provide own revenue analysis on proposals and provide recommendations. Assist departments to explore on all potential revenue sources through collecting data and information on all revenue related matters. Assessing and

reporting on the review of tariffs from departments. Assist in the development of the MTBPS publication through qualitative and quantitative research. Contribute to the MTBPS framework and draft chapters.
Ms Tshiamo Sokupha Tel No: (011) 227 9000

ENQUIRIES

POST 19/123

ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: GPT/2022/05/11
Directorate: Sustainable Fiscal Resource Management

**SALARY
CENTRE**

R382 245 per annum, (plus benefits)
Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Economics or Econometrics or Statistics. A post graduate qualification in Economics of Finance will be an added advantage. Applicants must have 3 – 5 years' experience at functional level in Financial or Economics or Econometrics and Statistics environment.

DUTIES

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

ENQUIRIES

Ms. Linda Ninzi Tel No: 011 227 9000

POST 19/124

PRACTITIONER: EMPLOYEE RELATIONS REF NO: GPT/2022/5/12
Directorate: Employee Relations

**SALARY
CENTRE**

R261 372 per annum, (plus benefits)
Johannesburg

REQUIREMENTS

An appropriate three (3) years National Diploma / Bachelor's Degree (NQF 6) as recognised by SAQA or equivalent qualification in Labour Relations / Human Resource Management specializing in Labour Relations / Employment Relations. PERSAL Certificate. 1 - 2 years' experience in Labour Relations environment. Knowledge of Labour Relations Act, Public Service Act, Basic Conditions of Employment Act. Computer literacy, Ability to communication at all levels. Drivers licence will be an added advantage.

DUTIES

Facilitate and administer grievances, disciplinary hearings and labour relations matters. Attend to dispute resolutions for the GPSSBC, PSCBC, CCMA, conciliation, arbitration, and dismissal disputes; Assist in consulting the State Attorney on more complex matters; Provide advice in respect of strike actions; grievances; disciplinary matters and dispute resolution to line managers; Prepare and draft memorandum/submissions and reports for consideration by management; Conduct Awareness sessions and provide training on Labour relations aspects and functions. Capture misconduct cases and grievances on PERSAL

ENQUIRIES

Ms. Refiloe Mokadi Tel No: 011 227 9000

POST 19/125

PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY REF NO: GPT/2022/5/13
Directorate: Corporate Services

**SALARY
CENTRE**

R261 372 per annum, (plus benefits)
Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Health and Safety Management, SAMTRAC/SHEMTRAC certificate will be added advantage. 1-2 years' experience in Occupational Health and Safety environment and conversant with injury on duty and COIDA administration. Knowledge of OHS Act and Regulations, SANS Standards, Building Regulations, Public Service Act and Regulations Basic Conditions of

DUTIES

Employment Act and COIDA. Good communication skills, report writing, computer literacy and monitoring skills.

: Facilitate, coordinate, monitor, advice and render technical occupational health and safety administration. Draft Occupational Health and Safety policies, guidelines, plans and reports in line with OHS Act and any related legislative. Implement health and safety programmes across the department. Attend to IOD/COIDA matters and investigate incidents. Conduct OHS Inspections/audits on the building including service providers and contractors to ensure compliance to the OHS Act and related statutory regulations.

ENQUIRIES

: Ms. Refiloe Mokadi Tel No: 011 227 9000

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

OTHER POSTS

- POST 19/126** : **HEAD CLINICAL UNIT GRADE 1 REF NO: HCUTRANSURG/01/2022 (X1 POST)**
Department: Transplant Surgery
- SALARY** : R1 754 739 per annum, an all-inclusive flexible remuneration package, is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post (excluding Commuted Overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Tertiary Qualification equivalent to MBCHB .The appointment to Grade1 requires appropriate qualification, registration certificate plus five (5) years experience after registration with HPCSA as a Medical Specialist in Surgery. Recommendation. 5 Years' experience in an accredited transplant unit with at least 3 years being as a registered specialist. Management experience will be an added advantage. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Transplant Unit. The applicant will be expected to manage donor and recipient surgery as well as oversee the surgical access for dialysis patients on the transplant programme. Ability to perform appropriate specialised procedures, particularly kidney transplants and access surgery. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. Good communication and supervisory skills. Ability to work within a team. Stress tolerance. Self-confidence. Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills.
- DUTIES** : Management of Renal transplant programme for the province. Provide access to surgical services to patients on the transplant programme. Conducting of clinics, operating theatre lists and consultations with other disciplines. Drawing up of protocols for patient perioperative patient management. Supervision of participation in post and undergraduate. Participation in the academic programs of the department of General Surgery as well as the transplant unit. Conducting and supervising relevant research. Performing regular audits of the departmental activities. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical services at IALCH. Providing consultative/support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES APPLICATIONS** : Prof Assounga Tel No: 031 2401325
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the

large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 10 June 2022
- POST 19/127** : **MEDICAL SPECIALIST: ANAESTHESIOLOGY SERVICES REF NO: MCCORD PEH MED/SPEC/05/2022 (X1 POST)**
- SALARY** : Grade 1: R1 122 630 per annum, (all inclusive package) excluding commuted overtime
Grade 2: R1 283 592 per annum, (all inclusive package), excluding commuted overtime
Grade 3: R1 489 665 per annum, (all inclusive package), excluding commuted overtime
- CENTRE** : McCord Provincial Eye Hospital, Overport
- REQUIREMENTS** : Senior Certificate. MBCHB or equivalent qualification. Registration certificate with the HPCSA as a Medical Specialist Anaesthesiology. Annual fees renewal registration with HPCSA. Knowledge and skills in Clinical Anaesthesia, Ophthalmology, Medical AND Surgical care. Demonstrate the ability to supervise and teach junior staff. The ability to work as part of a multi-disciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. **Grade 1:** requires appropriate qualification plus registration with HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** requires appropriate qualification, registration certificate plus 5 years experience after registration with HPCSA as a Medical Specialist in Anaesthesiology. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA as a Medical Specialist in Anaesthesiology.
- DUTIES** : Assist the medical personnel with effective overall management of the provision of Anaesthetic services. Assist the medical personnel with monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the area of Anaesthesia. Will serve as Head of Department. Provide emergency cover for the hospital including ROP clinic. Provide a consultative service on Anaesthesia related matters within staffing norms. Commuted overtime may be required, if the need arises. Assist with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in theatre and wards with the resources available. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcome of service of the Anaesthetic Department. Be part of the relevant committees at the hospital. Be actively involved in the teaching programmes. Oversee the Resuscitation service at the hospital.
- ENQUIRIES** : Dr SR Naidoo Tel No: 031268 5856
- APPLICATIONS** : can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the hospital at the entrance of the Hr Department at Sinikithemba building in the vacancy box.
- FOR ATTENTION** : HR Recruitment
- NOTE** : Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. Only shortlisted candidates will be requested to bring along certified copies on or before the interview. Current registration with HPCSA 2020. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
- CLOSING DATE** : 15 June 2022, 15h00

<u>POST 19/128</u>	:	<u>MEDICAL SPECIALIST: OBS&GYNAE ONCOLOGY REF NO: MEDSPECO&G/ 02/2022 (X1 POST)</u> Department: Obstetrics and Gynaecology
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, (all-inclusive salary package), excluding commuted overtime Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime Grade 3: R1 489 665 per annum, (all-inclusive salary package), excluding commuted overtime
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department.
<u>REQUIREMENTS</u>	:	Medical Specialist qualification in Obstetrics and Gynecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology. Recommendation – previous experience in a specialist position. Experience: Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist- Obstetrics and Gynaecology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gynecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.
<u>DUTIES</u>	:	Management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in designated hospitals as per the departmental call roster. Participate in the development and on-going provision of under- and Post- graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated. Please note: This is a service post, and is not necessarily linked to being trained as a gynaecological oncologist - the latter requires separate application when the training position is available
<u>ENQUIRIES</u>	:	Dr SR Ramphal Tel No: 031 240 2407
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	10 June 2022

POST 19/129 : **MEDICAL MANAGER REF NO: EMS/03/2022**

SALARY : R1 191 510 - R1 322 391 per annum, (excluding commuted overtime), 13th Cheque, Medical Aids (Optional) plus 18% Rural allowance. This package inclusive of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules.

CENTRE : Emmaus Hospital

REQUIREMENTS : Senior Certificate (Grade 12) / equivalent. MBCHB Qualification, registration certificate plus registration with the HPCSA as a medical Practitioner. Current proof of registration endorsed by Human Resource Officer/ certificate of service. A minimum of 4 years' experience practicing as a Medical Officer after registration with the HPCSA, 2 years must be in management or supervision. Knowledge & Skills: Policy formulation skills. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Computer literacy. Sound management, negotiation/ planning, organizing decision making interpersonal, conflict management and problem solving skills. Sound knowledge and clinical skills in medical disciplines and management skills. Good team building and leadership.

DUTIES : To ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to promote optimal patients care. To provide leadership to the medical / paramedical team and liaise with Senior Management Team on matters thereof. Ensuring that a full Primary Health Care (PHC) Package is providing with emphasis on newly introduced programs. Management of financial resources and ensuring cost effective services delivery. Participate in Human Resource strategies in the institution and ensure that development, training and continued education of staff is achieved. To provide leadership in the development of maternal and Child Health Care, Oral and Dental services, Rehabilitative services, Pharmaceutical services as well as management of non-communicable diseases. Maintain optimal utilization of human resources and drive procurement of medical equipment. Performance management appraisal for all staff under the medical component. Ensure 24 hours 7 days a week medical coverage. Ensure establishment and functioning of the clinical and therapeutic committee. Participate in senior management and strategic activities activities as well as National Core Standards. Ensure medical coverage in all our fixed clinics. Conduct clinical audits and reviews, provide clinics. Conduct clinical governance and ensure hospital efficiency. Develop clinical protocol and policies for medical services and ensure that these are accordance with current regulations and guidelines. Promote effective communication and team approval within the entire medical component. Advise hospital management on all developments in the clinical component. Advise hospital management on all developments in the clinical component. Maintain discipline and deal grievances and labour relations issues in terms of laid down policies and procedures in medical and allied Health sections. Formulate strategic plans in keeping with the requirement of the institution. Monitor and evaluate patient care delivery. Monitor and implement quality improvement plan. Perform clinical duties as the institution demands. Deputise the Chief Executive Officer as required.

ENQUIRIES : Mrs MAN. Mzizi Tel No: 036 488 1570 (ext 8203)

APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION : Human Resource Manager

NOTE : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (only shortlisted candidates will be required to submit certified copies of documents). No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date,

candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
10 June 2022 @ 16:00

CLOSING DATE

POST 19/130

CHIEF EXECUTIVE OFFICER REF NO: G20/2022
Cluster: District Health Services

SALARY CENTRE REQUIREMENTS

R882 042 per annum (Level 12), an all inclusive MMS salary package of salary Rietvlei District Hospital
A degree/advanced diploma in a health related field, registration with relevant professional council; A degree/diploma in health management OR a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: 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. Recommendations: Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), 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, 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. 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 APPLICATIONS

Mr J Mndebele Tel No: 033- 395 3274
All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

FOR ATTENTION NOTE

Miss NS Buthelezi Tel No: 033- 395 2896
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. 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 experience). 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). 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. Applicants: 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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. (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.)

- CLOSING DATE** : 10 June 2022
- POST 19/131** : **DEPUTY DIRECTOR: TERTIARY SERVICES REF NO: G21/2022**
Cluster: Hospital Management Services
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), an all-inclusive MMS salary package
: Head Office: Pietermaritzburg
: An appropriate Bachelor's Degree or equivalent health qualification Registration with HPCSA or SANC: PLUS A minimum of three (03) years management experience in a health environment plus 3 years as a Clinical Programme Manager or Case Manager. Plus Valid Code 8 Driver's License. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Recommendation: Experience in a tertiary hospital is a strong recommendation. Knowledge, Skills, Training and Competencies Required: The ideal candidate must possess: Sound knowledge of Health Legislation and Regulations, Knowledge of South African Health System, knowledge of Tertiary Services package, Knowledge of Clinical norms and standards, knowledge of Public Service Management framework, i.e. PFMA, LRA and BCEA. Knowledge of DORA, knowledge of National Tertiary services grant framework, knowledge of monitoring and evaluation, knowledge of auditing processes, knowledge of case management, knowledge of Human Resource Management, knowledge of project management, knowledge of information management. Have organizing skills, influencing skills, analytical skills, motivation skills, presentations skills, financial management skills, strategic management, planning skills, negotiation skills, good communication skills-written and oral, have conflict management skills, leadership skills, problem solving skills and computer skills-Ms Office suite.
- DUTIES** : Job Purpose The incumbent of this post will report to the Director: hospital services, and will be responsible for the following: To implement policy directives to advance the development of tertiary services in the province through the administration of National Tertiary Service Grant, preparation and monitoring of tertiary service budgets, monitor tertiary service patient activities and provide technical support to the tertiary service hospital management teams. Implement policy directives to advance the improvement of tertiary hospital systems and business processes and the development of tertiary services in the province. Monitor patient activities for Tertiary Service. Manage and monitor National Tertiary Services Grant (NTSG) and Oncology Grant and expenditure and coordinate with Tertiary Hospitals Financial Managers and CEO's to ensure effective utilization of the grant and compliance with grant rules. Compile grant reports, administer grant records and cooperate with AG. Ensure the effective, efficient and economical management of allocated resources of the Sub- Directorate.
- ENQUIRIES APPLICATIONS** : Ms RT Ngcobo Tel No: 033 940 2499
: all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051

Pietermaritzburg 3200, OR Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower

FOR ATTENTION NOTE : Miss L Mthlane
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. 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 experience). 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. Applicants: 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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. 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.)

CLOSING DATE : 13 June 2022

POST 19/132 : **OPERATIONAL MANAGER: SPECIALTY: OPERATING THEATRE REF NO: MCCORD PEH: OM /SPEC/THEATRE/05/2022 (X1 POST)**

SALARY : R571 242 per annum. Other Benefits: 13th cheque, Home owners allowance and Medical Aid and Pension (conditions apply)

CENTRE REQUIREMENTS : McCord Provincial Eye Hospital, Overport
: Senior Certificate. Diploma/Degree in General Nursing and Midwifery. Post basic qualification in Operating Theatre Nursing registered with SANC. Registration Certificate with SANC as Professional Nurse. Current SANC receipt. Minimum of 9 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 7 years of the period referred to above must be appropriate / recognizable experience in Operating Theatre specialty after registration in the specialty. Certificate/s of service endorsed by HR.

DUTIES : Co-ordination of optimal, holistic specialized nursing care with set standards within a professional / legal framework. Planning and monitoring of the objectives of the operating theatre. Provision of a therapeutic environment for staff, patients and the public. Provision of direct and indirect supervision and guidance to all nursing and house keeping staff. Liaise and communicate with the multi-disciplinary team and other departments within the hospital. Manage effective utilization and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing services. Maintaining professional growth / ethical standards and self-development. Knowledge, Skills, Training And Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Finance and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skill including public relations, negotiating. Conflict handling and counselling skills. Computer skills in basic programmes.

ENQUIRIES APPLICATIONS : Ms L Ntonintshi Tel No: 031268 5710
: can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the hospital at the entrance of the Hr Department at Sinikithemba building in the vacancy box.

FOR ATTENTION NOTE : HR Recruitment
: Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted.

NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on Hr Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to Hr on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

- CLOSING DATE** : 15 June 2022, 15h00
- POST 19/133** : **ASSISTANT MANAGER: NURSING (M&E) REF NO: GTN 07/2022 (X1 POST)**
Section: Monitoring & Evaluation
- SALARY** : R571 242 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Greytown Hospital
: Senior Certificate/Matric or Grade 12. Registration with South African Nursing Council as a Registered Nurse and Midwife/Accoucher. Current SANC Receipt for 2022. Diploma /Degree in General Nursing and Midwifery. A minimum of 8 experience in nursing after registration as a General Nurse and Midwife. At least 3 years of the above should be experience in Management level. Computer literacy (MS Office, Word, Outlook, PowerPoint and Excel). Valid driver's license. N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience. Knowledge, skills, Training and Competences required. Knowledge of health legislation, policies and M&E Framework informing health service delivery. Knowledge of legislation and planning framework, hospital quality assurance, infection prevention control practices, health facility functions and operations. Understand HR policies and practices and staff relations and Financial management. Knowledge of DHMIS policy, SOP and relevant information system. Knowledge of information and data management, knowledge of M&E principles and ability to critically and analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills, Planning and organizational skills, Project Management skills. Decision making skills and problem solving, communication skills, report writing skills. Ability to work independently and under pressure. Ability to compile concise reports.
- DUTIES** : Strengthen integrated planning and monitoring functions within the institution. Co-ordinate development and review of all institution plans. Administer an evident/result –based monitoring and evaluation system in the institution within the Provincial M&E framework, including monitoring of research activities within the institution. Ensure monitoring and evaluation of Clinical Care including the health services effectiveness and report thereof. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences. Facilitate integration, streamlining and management of various priority programs including quality improvement initiatives, ICRM an IHRM. Ensure the efficient and effective utilization of resources allocate to the component, inclusive of the development of staff. Strengthen data quality management systems to achieve qualified audit. Monitor the performance of the institution and advice on early warnings signs. Facilitate facility performance reviews including implementation of the year plan. Facilitate compliance with policies and legislation governing healthcare, such as PME framework, DHIMS, ideal hospital Framework, etc. Implement fair labour practices.
- ENQUIRIES** : Mrs B Dlomo Tel No: (033 4139 410)

- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
- FOR ATTENTION** : Mr P Shange
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z 83 form and detailed Curriculum Vitae. Certified copies of qualification and other relevant documents will only be requested from shortlisted candidates on or before the interviews. The reference number must be indicated in the column (Part A) provided thereof on the form Z83. NB. (GTN 07/2022). Persons with disabilities should feel free to apply for the post. Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Indian Male. 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. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications from Employers and verification from Company Intellectual Property Commission (CIPC). Please note that candidates will not be reimbursed for S&T claims for attending interviews. 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. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department
- CLOSING DATE** : 17 June 2022
- POST 19/134** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: ITSH 05/ 2022 (X3 POSTS)**
- SALARY** : R571 242 - R642 933 per annum, other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
- CENTRE** : Ncotshane Clinic
Tobolsk Clinic
Pongola Clinic
- REQUIREMENTS** : National Senior Certificate grade 12 or standard 10. Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse and Midwifery/ proof of payment must be attached (E- register / salary advice. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. NB: Proof of work experience signed by Human Resource Manager must be attached. Recommendations: A valid driver's license. Proof of computer literacy (certificate must be attached) knowledge on AYFS, NIMART training, ICRM programme will be added advantage. Diploma/Degree in Nursing Management and Administration. Knowledge, Skills and Competencies Required: Good management and analytical skills. Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills. Ability to work in a team. Knowledge of Public service acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills.
- DUTIES** : Assist in planning, organising and monitoring of objectives of the facility. Manage all resources within the unit effectively to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Monitor provision of quality comprehensive service delivery. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client

satisfaction. Participate in the attainment of National Core Standard. Contribute to the realization of ideal clinic (ICRM) status norms and standards. Participate in the analysis and formulation of SOP for the facility. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Finance Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model. Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof. Exercise control of discipline and any other Labour related issues in terms of the laid down procedures. Ensure complaint management is functional in the Clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct Clinic open days. Monitor and evaluate employee's performance through EPMS for relevant staff. Ensure data management is done as per prescripts, daily capturing and monthly report. Ensure proper and optimal utilization of resources and exercise care over government property. Incumbent will be expected to work extended hours (overtime) including after hour on call. Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme. Ability to access retrieves electronic report, analyse and use them to improve clinical care.

- ENQUIRIES** : All enquiries should be directed to Ms JN Mthenjana Tel No: 034 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 and also Emailed to [elliott.simelane@kznhealth .gov.za](mailto:elliott.simelane@kznhealth.gov.za) (due to COVID 19)
- NOTE** : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae, documents will be limited to 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. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post. 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.
- CLOSING DATE** : 10 June 2022
- POST 19/135** : **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION & CONTROL (IPC) REF NO: MAD 01/2022 (X1 POST)**
- SALARY** : R450 939 – R507 531 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital

REQUIREMENTS

: Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with (SANC). Proof of current Registration with South African Nursing Council (2022 Receipt). A minimum of 7 years' experience appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Valid Driver's License – please note it is imperative that the successful candidate has a valid driver's license as he/ she will be travelling regularly to Clinics and District Office. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Recommendations: Certificate in Infection Prevention & Control. Computer literacy. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Maintain a constructive working relationship with nursing and other stakeholders. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES

: Mrs. A.B Singh Tel No: 034 328 8126

APPLICATIONS

: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION

: The Recruitment Officer

NOTE

: 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. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of Qualifications and other documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2022. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

: 10 June 2022

<u>POST 19/136</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY: OPERATING THEATRE REF NO: MCCORD PEH PRN/SPEC/THEATRE/09/2021 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other Benefits: 13th cheque, Home owners allowance and Medical Aid and Pension, (conditions apply)
<u>CENTRE REQUIREMENTS</u>	:	McCord Provincial Eye Hospital, Overport Senior Certificate. Diploma/Degree in General Nursing and Midwifery. Post basic qualification in Operating Theatre Nursing registered with SANC. Registration Certificate with SANC as Professional Nurse. Current SANC receipt. Grade 1: Minimum of 4 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 1 year Post Basic qualification in Operating Theatre Science registered with SANC. Grade 2: Minimum of 14 years appropriate / recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable experience in Operating Theatre after obtaining the post basic qualification in Operating Theatre Nursing. Certificate of service endorsed by HR. Knowledge, Skills, Training and Competencies: Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have knowledge of cardiac conditions. Basic computer skills.
<u>DUTIES</u>	:	Provide comprehensive quality nursing care to patients / clients in a specialty unit in a cost effective and efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently. Able to plan and organize own work and that of support personnel. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, (Batho Pele). Work as part of a multi-disciplinary team. Demonstrate effective communication with patients, supervisors and other clinicians, include report writing when required. Ensure compliance with all National, Provincial and Professional prescripts. Participate in the analysis and formulation of nursing policies and procedures. Assist in the EPMDS process and training of staff. Provide direct and indirect supervision to staff. Order and monitor appropriate levels of consumables. Ensure that equipment is adequate, checked and is in working order. Provide a safe and therapeutic and hygienic environment. Teaching of co-workers. You will be required to comply with the needs of the institution in regards to being rostered for weekends, Public Holidays and Night Duty.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Ntonintshi Tel No: 031268 5710 can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the hospital at the entrance of the Hr Department at Sinikithemba building in the vacancy box.
<u>FOR ATTENTION NOTE</u>	:	HR Recruitment Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za . Only shortlisted candidates will be requested to bring along certified copies on or before the interview. Current registration with HPCSA 2020. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
<u>CLOSING DATE</u>	:	15 June 2022, 15h00
<u>POST 19/137</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY: OPHTHALMOLOGY REF NO: MCCORD PEH PRN/OPHT/05/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 per annum

		Grade 2: R478 404 per annum
		Other Benefits: 13th cheque, Home owners allowance and Medical Aid and Pension, (conditions apply)
<u>CENTRE REQUIREMENTS</u>	:	McCord Provincial Eye Hospital, Overport
	:	Senior Certificate. Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as an Ophthalmic Nurse. One year post basic qualification in Ophthalmic nursing. Registration certificate with SANC as a Professional nurse. Current SANC receipt. Certificate of service/s endorsed by HR. Grade 1: Minimum of 4 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 1 year Post Basic qualification in Ophthalmology Nursing Science registered with SANC. Grade 2: Minimum of 14 years appropriate / recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable experience in Ophthalmology Nursing after obtaining the post basic qualification in Ophthalmic Nursing. Knowledge, Skills, Training and Competencies: Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Basic computer skills.
<u>DUTIES</u>	:	To assist in planning, organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive quality nursing care as a member of the multi-disciplinary team. To delegate duties, provide direct and indirect supervision to all staff within the unit. To ensure continuity of patient care on all levels and attend meetings. Assist with allocation /change list, rosters and inputs for leave. Ensure proper record keeping and provide training for staff. Evaluate staff on work performance i.e EPMS. To order and monitor appropriate levels of consumables and medication. To assist in orientation, induction and mentoring of all staff within the unit. Provide training to all staff. To complete patient related data and take part in research. To maintain the code of conduct. You will be required to comply with the needs of the institution in regards to being rostered for weekends, Public Holidays and night duty. A comprehensive job description will be issued on appointment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Ntonintshi Tel No: 031268 5710
	:	can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the hospital at the entrance of the Hr Department at Sinikithemba building in the vacancy box.
<u>FOR ATTENTION NOTE</u>	:	HR Recruitment
	:	Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za . Only shortlisted candidates will be requested to bring along certified copies on or before the interview. Current registration with HPCSA 2020. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
<u>CLOSING DATE</u>	:	15 June 2022, 15h00
<u>POST 19/138</u>	:	<u>MEDICAL SPECIALIST ANAESTHETICS REF NO: MEDSPEC SESS ANAES/03/2022 (X1 POST)</u> Department: Anaesthetics
<u>SALARY</u>	:	Grade 1: R532.00 Grade 2: R608.00 Grade 3: R706.00 No of sessions per week: 10 Sessions (Each session is equivalent to 1 hour) Hourly rate per session

**CENTRE
REQUIREMENTS**

Nature of Appointment: Sessional- not exceeding 12 months; subject to annual review

: Inkosi Albert Luthuli Hospital
: Experience: Medical Specialist **Grade 1:** Requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Medical Specialist **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Medical Specialist **Grade 3:** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Requirements: Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus. Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Recommendations: Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES

: Provide a specialist anaesthesia service on a sessional basis. Provide perioperative anaesthesia care for a variety of specialised and complex sub-disciplines within IALCH. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Comply with the guidelines, protocols and clinical audits, in the department as to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post- graduate teaching programmes. Participate in both academic and clinical administrative activities.

**ENQUIRIES
APPLICATIONS**

: Dr L Cronjé Tel No: (031) 2401805/1804
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a

CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 10 June 2022

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications to the addresses as indicated below: - For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200

FOR ATTENTION : Ms PN Mkhize
CLOSING DATE : 10 June 2022 (Applications received after this date will not be accepted)
NOTE :

Reference is made to DPSA Circular No. 5 OF 2021. The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry certificate (Nyukela) is a prerequisite for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 19/139 : **CHIEF FINANCIAL OFFICER REF NO: DSD03/01/2022HO**
This is a re-advertised post, applicants who previously applied are encouraged to re-apply.

SALARY : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: A Bachelor's Degree (NQF -Level 7) in Accounting/ Financial Management); A minimum of 5 years' experience at a Senior Management Level in the financial management environment; A valid driver's license. Knowledge: Extensive knowledge and understanding of the Public Finance Management Act; Treasury Regulations; Generally Recognized Accounting Practice; Supply Chain Management Practices and Procedures, Instruction Notes; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act; Construction Industry Development Board; Government Immovable Asset Management Act(GIAMA)Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act, Employee Performance Management and Development System, Skills/

Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Service delivery innovation; Programme and Project management; Team building/motivation; Problem solving and analysis; Policy analysis and development; Computer literacy; Communication, Presentation and Negotiation.

DUTIES

: Ensure effective and efficient management of Financial Accounting Services; Ensure effective provisioning of Management Accounting Services; Manage the provisioning of financial reporting and internal control services; Ensure the provision of Supply Chain Management services; Ensure the provision of infrastructure management; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department; Manage resources of the Chief Directorate.

ENQUIRIES

: Mrs NI Vilakazi Tel No: (033) 264 5402

**PROVINCIAL ADMINISTRATION: NORTH WEST
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.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows: **Dr. Ruth Segomotsi Mompoti District Office**, Private Bag x 24, Vryburg, 8600
Kagisano-Molopo Sub-District Office, Private Bag X533, Ganyesa, 8613
Greater Taung Sub-District Office, Private Bag X1052, Taung Station, 8580
Job Shimankana Tabane Hospital, Private Bag x 82079, Rustenburg, 0300
2780, Ganyesa District Hospital, Private Bag X528, Ganyesa, 8613
Taung Hospital, Private Bag X535, Taung Station, 8584
Moses Kotane Hospital, Private Bag X 82090, Rustenburg, 0300
Klerksdorp/Tshepong Hospital Complex, Private Bag X A14, Klerksdorp 2570
- FOR ATTENTION** : Christiana Hospital, Private Bag X07, Bloemhof, 2660
Mr G.N Maibi, Dr. Ruth Segomotsi Mompoti District Office
Ms G Legalamitlwa, Kagisano-Molopo Sub-District Office
Mr R.M Matlhako, Greater Taung Sub-District Office
Ms G Tlhapi, Job Shimankana Tabane Hospital
Ms D Jonkane, Ganyesa District Hospital
Mr TG Setlhodi, Taung District Hospital
Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
Ms B Modise, Christiana Hospital
Mr. E Mmusi Moses Kotane Hospital
- CLOSING DATE** : 10 June 2022
- NOTE** : Applications must be submitted on the prescribed form Z83 (fully completed), obtainable from any Public Service Department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV and ID document and the names of three referees. Only shortlisted candidates for the post will be required to submit certified documents. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted, i.e all the documentation must be submitted for each post applied for. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. Note: Short-listed candidates will be subjected to security clearance and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments to the advertised posts. Failure to comply with the above requirements will result in the disqualification of the application. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed 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.
- OTHER POSTS**
- POST 19/140** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NWH 01/2022/05 (X5 POSTS)**
(Psychiatry, Urology, Accident & Emergency, ENT & Ophthalmology)
- SALARY CENTRE** : R1 754 739 per annum, (all inclusive package)
: Job Shimankana Tabane Hospital

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or recognised Sub-speciality. Current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or a recognised sub-speciality must be attached. Minimum of 3 years' appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality or in a recognised sub-speciality.
<u>DUTIES</u>	:	Provide inpatient and outpatient care services. Organise and conduct clinical services in the respective department and as part of the cluster. Involve in outreach programmes within our cluster. Provide leadership to the department. Develop a quality improvement programme in line with OHSC regulation and all other applicable health legislation. Ensure optimal use of human and material resources according to PFMA. Monitor and evaluate staff performance according to the PMDS framework. Participate in all senior management meeting in the hospital, cluster and university (if jointly appointed). Organise and provide appropriate training to under- and postgraduate students .Organise, monitor and report on research in the department. Perform all administrative duties of the department.
<u>ENQUIRIES</u>	:	Dr GM Maesela Tel No: 014 590-5100
<u>POST 19/141</u>	:	<u>MEDICAL SPECIALIST REF NO: NWH 02/2022/05</u>
<u>SALARY</u>	:	R1 122 630 per annum, (all inclusive package) Final salary will determined by the appropriate/recognisable experience as a Medical Specialist after registration with Health Professions Council of South Africa as a Medical Specialist in a normal specialty
<u>CENTRE</u>	:	Greater Taung Sub-District Office: (Family Physician) (X1 Post) Kagisano Molopo Sub-District: (Family Physician) (X1 Post) Job Shimankana Tabane Hospital: (Radiology, General Surgery, Orthopaedic Surgery, Accident & Emergency, Neurosurgery and Anaesthesia) (X6 Posts) Dr Ruth Segomotsi Mompoti District Office: (Gynaecologist) (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in a Normal Speciality. Current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality must be attached. Appropriate/recognisable experience as a Medical Specialist after registration with Health Professions Council of South Africa as a Medical Specialist in a normal speciality. A minimum of 6 years appropriate experience as Medical Practitioner after registration with a recognised foreign Health Professional Council in respect of foreign qualified applicants.
<u>DUTIES</u>	:	Duties for Greater Taung Sub-District & Kagisano Molopo Sub-District: Manage emergency/casualty/trauma, wards and medico-legal cases. Perform basic surgical procedures as required in the maternity Department and by anaesthesiology. Support Quality Improvement Primary Healthcare. Available for calls after hours (including weekends and holidays). Supervise Senior and community Service Medical Officers. Ensure implementation of Batho Pele Principles and Patients' Rights. Participate in clinical audits. Attend clinical meetings and others as will be indicated. Render clinical services as in a Level 1& 2 hospital in accordance with formulated clinical programme. Duties for Job Shimankana Tabane Hospital: Work with the clinical head in clinical service delivery and clinical governance in the department with special emphasis on morbidity and mortality. Actively involved in the academic teaching programme of registrars, interns and students as a joint appointee with the Sefako Makgatho University Supervise medical officers closely with the clinical head to improve service delivery and teaching. Prepared to perform overtime as required, this will include after-hours work (weekends and weekdays). Duties for Dr Ruth Segomotsi Mompoti District Office: Facilitate the provision of Primary Health Care Services in the District. Provide patient care in the District through inter-alia, the management of problem cases, support of junior Doctors and Primary Health Care Nurses, supervision of Students, Interns and Registrars and provision of emergency medical care. Be involved in the Family Medicine training in the District as part of the development of post graduate training programme in Family Medicine/rural health. Develop CPD programmes in the District. Develop and implement policies, procedures and protocols to ensure adherence to applicable legislation. Support HAST

		programmes and Mother and Child Health. Conduct research in Primary Health Care.
<u>ENQUIRIES</u>	:	Mr G.N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District Office, Greater Taung Sub-District & Kagisano Molopo Sub-District) Dr Gm Maesela Tel No: 014 590-5100 (Job Shimankana Tabane Hospital)
<u>POST 19/142</u>	:	<u>MANAGER NURSING REF NO: NWH 03/2022/05</u>
<u>SALARY</u>	:	R963 723 per annum, (all inclusive package)
<u>CENTRE</u>	:	Klerksdorp/Tshepong Hospital Complex
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to must be appropriate /recognizable experience at management level. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of the strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management. Information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promotes effective health care. Manage and utilize resources in accordance with relevant directive and legislation.
<u>ENQUIRIES</u>	:	Dr M.M Dikhing Mahole Tel No: 018 406 4755
<u>POST 19/143</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: NWH 04/2022/05</u>
<u>SALARY</u>	:	R882 042 per annum, (all inclusive MMS package)
<u>CENTRE</u>	:	Moses Kotane Hospital
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Health Sciences/ Public Health/ Public Management/Administration. Five (5) years' experience in Management level in the Health Sector. A valid driver's license. Sound understanding of hospital services and broader health service delivery issues. District Health System, Human Resource, Finance, Supply Chain Management, Public Health Policy and related issues. Core Management Competencies: Strategic capability and leadership. Financial Management. Change Management. Problem Solving and analysis. People Management and empowerment. Communication. Conflict Management. Client orientation and customer care. Knowledge management. Service delivery innovation. Programme and Project management. Computer literacy.
<u>DUTIES</u>	:	Responsible for overall management of the Hospital. Provide strategic leadership. Manage the provision of quality and integrated health services. Clinical and corporate governance. Ensure proper management in the following areas: Nursing and clinical management. Financial Management (including revenue). Supply Chain Management. Internal Control and Risk Management. Human Resource Management. Communication as well as Quality Assurance. Manage related conditional grants and funding for special health projects. Ensure accreditation and licensing of various units where practicable. Ensure quality patient care. Effectively manage hospital performance indicators as well as employee performance. Liaise with the District Management Team for proper referral system. Develop essential protocol and business plan for the hospital.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 19/144</u>	:	<u>DEPUTY DIRECTOR: ALLIED SERVICES REF NO: NWH 05/2022/05</u>
<u>SALARY</u>	:	R870 423 per annum, (all inclusive package)
<u>CENTRE</u>	:	Job Shimankana Tabane Hospital
<u>REQUIREMENTS</u>	:	Bachelor's degree / National diploma in either Disability Studies or any profession in the Rehabilitation field. At least five (5) years' experience in the relevant health field with at least three (3) years' experience as a manager. Registration with the Health Professions Council of South Africa (HPCSA) in

relevant profession (where applicable). A vision for improved disability and rehabilitation intervention in the hospital. Ability to interact with the multidisciplinary team, Provincial and Local levels. In-depth knowledge of relevant international conventions as well as Government policies and legislation. Innovative and analytical thinking. Excellent communication (verbal and written) skills. Good interpersonal relations. Computer skills. Willingness to travel and work irregular hours. Knowledge of budgeting and PFMA. A valid driver's license.

DUTIES : Provide strategic leadership to Allied Management team in line with Annual Performance Plan and strategic plan of the province and National department of health. Co-ordinate and direct Clinical Allied activities by means of agreed budgets, efficient control of production processes, and optimal staff utilization and relations to provide efficient allied patient care. Manage and equip the allied health workforce across all Allied sections to improve quality, reduce risk, create continuous improvement cultures, and more effectively develop innovative roles and service delivery models with special emphasis to community outreach in line with Clinical governance, NCS and Ideal Hospital framework. Ensure that services in the Allied Sections will be Patient-centered care that is respectful of, and responsive to, the preferences, needs and values of patients and community at large. Ensure that Allied Section are encouraged to utilise multidisciplinary and discipline-specific competency based training and assessment to ensure the clinical practice of staff meets desired standards. Inculcate a culture where-by the Allied health professionals are active members on committees within the organisation to influence priorities for health care and education e.g. Quality committees, working groups, professional development committees', or multidisciplinary team.

ENQUIRIES : Dr V.V Simmon, Tel No: 014 590-5100

POST 19/145 : **PHARMACY SUPERVISOR GRADE 1 REF NO: NWH 06/2022/05**

SALARY CENTRE : R833 523 per annum, (all inclusive package)
Greater Taung Sub-District Office
Ganyesa Hospital

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registering with the SAPC as a Pharmacist. Current proof of registration with South African Pharmacy Council as a Pharmacist must be attached. A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacist Council. Computer literacy. A valid driver's license.

DUTIES : Ensure quality provision of pharmaceutical care regarding the dispensing, re-packaging and identification of medicine (mixing dilution, drops, and powders). Dispense medicine as stock or on prescription to specific patients and supply the correct information regarding user instructions. Control medicine and usage thereof by the institution with regard to the following methods. Ordering of medicine, authorization of orders, safekeeping of medicine, keeping of registers according to the appropriate laws, inspection of stock and registers and destroying of unused and expired medication dispatched. Control prescriptions to prevent over dosage as well as incompatibility. Provide advice to patients' medical, dentist and nursing personnel and supply information with regard to new developments in the medicine field and other pharmaceutical matters.

ENQUIRIES : Dr O Letong Tel No: 053 994 1305, (Greater Taung Sub-District)
Ms D Jonkane Tel No: 053 998 9400, (Ganyesa Hospital)

POST 19/146 : **MEDICAL OFFICER REF NO: NWH 07/2022/05**

SALARY : R833 523 – R1 382 802 per annum, (all-inclusive package)
Final salary will be determined by appropriate/recognisable experience after registration with the Health Professions Council of South Africa as a Medical Practitioner.

CENTRE : Greater Taung Sub District (X2 Posts)
Taung Hospital (X3 Posts)
Job Shimankana Tabane Hospital (Obstetrics & Gynaecology X3 Posts, General Surgery X1 Post, Internal Medicine X1 Post, Paediatrics X1 Post & Orthopaedic X1 Post)

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner (MBCHB). Current proof of

registration with the Health Professions Council of South Africa as a Medical Practitioner must be attached. For Grade 2: A minimum of 5 years' appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. For Grade 3: A minimum of 10 years' appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. A valid work permit for Non- South African Citizens must be attached. Good communication, organizational and conflict resolution skills. A valid driver's license.

DUTIES : Duties for Taung Hospital & Job Shimankana Tabane Hospital: Manage Emergency/ casualty care/ trauma, wards, medico-legal cases. Perform basic surgical procedures as required in maternity department and anaesthesia. Support Quality Improvement Primary Health Care. Available for calls after hours (including weekends and holidays). Supervise Senior and Community Service Medical Officers. Ensure implementation of Batho Pele Principle's and Patient's Rights Charter. Participate in clinical audits and research. Attend clinical meetings and others as will be indicated. Render clinical services as in a hospital in accordance with formulated clinical programme. Responsible for multidisciplinary ward round case presentation and general management of patients. Duties For Greater Taung Sub-District: Support Quality improvement Primary Health Care. Supervise Clinical associates. Ensure implementation of Batho Pele Principles. Participate in Clinical Audits. Attend clinical meetings and others as will be indicated. Render clinical services in all facilities within sub-district.

ENQUIRIES : Dr O Letong Tel No: 053 994 1305, (Greater Taung Sub-District)
Mr T G Setlhodi Tel No: 053 994 8100, (Taung District Hospital)
Dr G.M Maesela Tel No: 014 590 5100, (Job Shimankana Tabane Hospital)

POST 19/147 : **PSYCHOLOGIST REF NO: NWH 08/2022/05**

SALARY : R724 062 – R1 115 006 per annum, (all inclusive package)
Final salary will be determined by appropriate / recognisable experience after registration with Health Professions Council of South Africa as a Clinical Psychologist

CENTRE REQUIREMENTS : Dr Ruth Segomotsi Mompoti District Office
: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist in relevant registration category. Current proof of registration with the Health Professions Council of South Africa as a Clinical Psychologist in any identified registration categories must be attached. Appropriate experience as Clinical Psychologist after registration with the Health Professions Council of South Africa as Clinical Psychologist in any of the identified categories.

DUTIES : Identify and treat patients who could benefit from psychological services in the district. Deal with the cognitive and behavioural aspects of patients through offering psychotherapy through individual and group sessions within the district. Offer trauma debriefing services as and when needed within the district. Manage and contribute towards the planning of the psychology unit and mental health services within the district. Serve in the district specialist mental health team. Implement Quality Assurance measures within the department. Be a member of the multidisciplinary Mental Health Team of the District.

ENQUIRIES : Mr G N Maibi Tel No: 053 928 0500

POST 19/148 : **LECTURER REF NO: NWH 09/2022/05 (X2 POSTS)**

SALARY : R388 974 – R682 093 per annum, (plus benefits)
Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

CENTRE REQUIREMENTS : Dr Ruth Segomotsi Mompoti District Office
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Current proof of registration as a Professional Nurse with the South African Nursing Council must be attached. Appropriate / recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing. Be willing to travel extensively. A valid driver's license.

<u>DUTIES</u>	:	Facilitate and assess learning in both theory and practice. Accompany learners Counsel and support learners. Manage learner records. Use professional knowledge and prepare lectures. Use appropriate lecturing techniques. Conduct research in own field of study. Exercise control over students. Execute formal duties within the Department of Health context. Adhere to Batho Pele Principles and strive for empowerment through decentralised implementation of the work improvement team strategy. Adhere to SAQA and Higher Education Acts.
<u>ENQUIRIES</u>	:	Mr G N Maibi Tel No: 053 928 0500
<u>POST 19/149</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) REF NO: NWH 10/2022/05</u>
<u>SALARY</u>	:	R388 974 – R588 390 per annum, (plus benefits) Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District: Kagisano Molopo Sub-District (Advanced Midwife) Ganyesa District Hospital (Paedtrics & Trauma) Job Shimankana Tabane Hospital (Advanced Midwife X3 Posts, Adult ICU X2 Posts, Neonatal X2 Posts, Trauma X2 Posts & Oncology X2 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms Government Notice No R 212 in the relevant speciality. Current proof of registration with South African Nursing Council (SANC) as a Professional Nurse must be attached. Appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of multidisciplinary team to ensure good nursing care. Work effectively and cooperatively amicably with the person of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of personnel to ensure proper nursing care. Display concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patients` needs, requirements and expectations.
<u>ENQUIRIES</u>	:	Ms G.J Legalamitlwa Tel No: 053 998 9300 (Kagisano Molopo Sub-District) Ms D Jonkane Tel No: 053 998 9400 (Ganyesa District Hospital) Ms R.M Diphoko Tel No: 014 590 5100 (Job Shimankana Tabane Hospital)
<u>POST 19/150</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE REF NO: NWH 11/2022/05</u>
<u>SALARY</u>	:	R388 974 – R588 390 per annum, (plus benefits) Final salary will be determined by appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>CENTRE</u>	:	Christiana Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or an equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse, plus a post-basic nursing qualification with duration of at least 1 year accredited with the South African Nursing Council in terms of Government Notice No R 48 in the relevant speciality. Appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current proof of registration with the South African Nursing Council must be attached. An understanding of nursing legislations and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Demonstrate in depth understanding of Nursing Legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resources and Financial Policies and Practices. Ensure Clinical Nursing Practice by the Nursing team in accordance with the scope of practice and nursing standards as determined by the relevant Health facilities. Manage

KRAs of supervisees. Provide in service training. Ensure the effective and efficient management of the state assets. Collect, analyse and produce quality monthly data/statistics. Develop strategic planning. Facilitate sound Labour Relations. Manage risk. Ensure adherence to Batho Pele Principles and the Patient's Right Charter.

ENQUIRIES : Ms B Modise Tel No: 053 441 2238

POST 19/151 : **OCCUPATIONAL THERAPIST REF NO: NWH 12/2022/05**

SALARY : R322 746 – R540 954 per annum, (plus benefits)
Final salary will be determined by appropriate/recognizable experience in Occupational Therapy after registration as an Occupational Therapist with the Health Professions Council of South Africa

CENTRE REQUIREMENTS : Christiana Hospital
: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Occupational Therapy. Current proof of registration with HPCSA as an Occupational Therapist must be attached. Appropriate/recognizable experience in Occupational Therapy after registration as an Occupational Therapist with the Health Professions Council of South Africa. A valid drivers' license.

DUTIES : Assist and treat in –and outpatients. Participate in in–service training programmes and continue professional development according to the regulations of HPCSA. Supervise /evaluate subordinates. Collect data and keep records, manage information and write reports. Control the identification of needs for therapeutic programmes and the Execution thereof. Develop and review departmental policies procedure and protocols and ensure adherence applicable to Health and provincial quality assurance measures in own area of work. Provide an occupational therapy service to acute chronic and forensic psychiatric patients, and administration duties related to Patient Care. Work in multi-disciplinary team.

ENQUIRIES : Ms B Modise Tel No: 053 433 1208

POST 19/152 : **DIAGNOSTIC RADIOGRAPHER REF NO: NWH 13/2022/05**

SALARY : R322 746 – R540 954 per annum, (plus benefits)
Final salary will be determined by appropriate/recognizable experience in Radiography after registration as a Radiographer with Health Professions Council of South Africa.

CENTRE REQUIREMENTS : Ganyesa District Hospital
: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Radiography. Current proof of registration with the Health Professions Council of South Africa as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. A valid work permit for Non-South Africans must be attached. A valid driver's license. Good communication, organizational and conflict resolution skills.

DUTIES : Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours duty roster.

ENQUIRIES : Ms D Jonkane Tel No: 053 998 9400

POST 19/153 : **PROFESSIONAL NURSE: GENERAL NURSING REF NO: NWH 14/2022/05 (X6 POSTS)**

SALARY : R260 760 – R492 756 per annum, (plus benefits)
Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

CENTRE : Job Shimankana Tabane Hospital

- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Current proof of registration with the SANC as Professional Nurse must be attached. Appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Willing to work shifts including night duty in different departments.
- DUTIES** : Provide comprehensive nursing service in the hospital and wards according to Scope of Practice. Help with supervision and performance and evaluate junior staff members. Implement appropriate measures and systems to ensure quality patient care. Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele Principles. Educate staff and patients and work closely with the community. Keep concise and legible records and ensure that Nurses do likewise. Manage medication. Participate in the quality improvement programme. Monitor admission and discharge criteria. Facilitate and monitor patient's health education programme Facilitate effective discharge process. Ensure proper record-keeping.
- ENQUIRIES** : Ms. RM Diphoko Tel No: 014 590 5100

**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 19/154 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OCCUPATIONAL MEDICINE SPECIALIST)**

Directorate: Assurance

SALARY : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : (Head Office, Cape Town)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Medicine Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's license and mobility in order to can provide support throughout the Western Cape. Willingness to travel and work overtime. Competencies (knowledge/skills): Good inter-personal skills and ability to collaborate and work in teams. Computer literacy (Windows/Word/Excel, Power Point and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good presentation and communication skills. Good analytical and problem-solving skills. Knowledge of occupational health policies, services and programmes. Experience in occupational health setting in the public or private health sector is recommended.

DUTIES : OHS Policy development and implementation support to ensure staff safety; compliance with relevant OHS legislation; occupational health risk management; provision of medical surveillance programmes; establishment and oversight of OHS systems and service delivery models; optimal information management, and monitoring and evaluation systems for OHS; and supporting OHS training and research programmes. Ensuring provincial coordination of OHS interventions and activities. Provision of technical expertise and support related to OHS. Participate in provision of OHS services where appropriate.

ENQUIRIES : Mr N Mavela Tel No: (073) 875-8343

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 could be subjected to a practical test. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in

		a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	10 June 2022
<u>POST 19/155</u>	:	<u>PRIMARY HEALTH CARE MANAGER</u> Overberg District
<u>SALARY</u>	:	R882 042 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Caledon Hospital
	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge and understanding of the District Health System/and health implementation thereof. Basic knowledge and experience in office administration, financial and procurement administration.
<u>DUTIES</u>	:	Overall management of the PHC component of the sub-district (Clinics, CDCs, etc.). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with HIV/AIDS, STI, TB programmes and Community Based Health Services in the Sub-districts. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectional team, management and community. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Pillay Tel No: (028) 212-1070
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 June 2022
<u>POST 19/156</u>	:	<u>DEPUTY DIRECTOR: SUPPORT SERVICES AND ADMINISTRATION</u>
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: An appropriate 3-year Diploma or Degree. Experience: Extensive appropriate experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Be able to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Knowledge of support services and logistics.
<u>DUTIES</u>	:	Effective management of support services and logistics at a large, specialised hospital. Overall responsibility for the management of all aspects of Support Services which include Administration, Transport, Telecommunication, Registry and Messenger Service, Security, Linen Services, Waste Management, Reprographics, Porter Services, Death Administration Office, Creche, Cleaning Services, Contract Management, Accommodation, PCU and Estate Management. Overall responsible for Food Services Units. Responsible for disaster management planning and risk management analysis at TBH. Analysis and Interpret information to ensure effective management. Management of staff and contractors to provide a coordinated and timeous support service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Heyns Tel No: (021) 938-4607
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 June 2022

- POST 19/157** : **FACILITY MANAGER PHC**
Overberg District
- SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Grabouw CHC/EC/MOU: Theewaterskloof Sub-District
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year Diploma/Degree. Experience: Appropriate experience in Management. Inherent requirement of the job: A Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good planning and organisational skills. Ability to work independently as well as in a team. Computer literacy (Micro Office), typing proficiency and excellent writing skills. Maintain high confidentiality and professionalism. Ability to interpret and utilize data for improving service delivery and outputs.
- DUTIES** : Will be responsible for the Strategic and Operational Management of the Community Health Centre (CHC/EC/MOU). Will be responsible for Human Resource Management of the facility. Responsible for the Financial Management, Supply Chain Management & Logistics of the facility. Ensure accurate health information collected, collated and available for monitoring, reporting and improvement.
- ENQUIRIES** : Dr T Pillay Tel No: (028) 212-1070
- 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** : 10 June 2022
- POST 19/158** : **ASSISTANT MANAGER NURSING: AREA: COMPREHENSIVE HEALTH SERVICES**
Central Karoo District
- SALARY** : R571 242 (PN-A7) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Central Karoo District Office
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willing to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
- DUTIES** : Provide effective support to the Comprehensive Health, Community Based service and Facility Based service components in the Central Karoo District. Manage the implementation of the COPC approach and support the external and internal interface. Support the Eye Care and Refraction Services. Organize and support with the recruitment, selection, orientation and training of staff. Monitor and support with quality data submission.
- ENQUIRIES** : Ms J Nel Tel No: (023) 414-3590
- 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** : 10 June 2022
- POST 19/159** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Central Karoo District
- SALARY** : R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)

<u>CENTRE REQUIREMENTS</u>	: Laingsburg Clinic, Laingsburg Sub District, Central Karoo District : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse and midwife Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and leadership skills and strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies as well as computer literacy (MS Word and Excel. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to effectively communicate in at least two of the three official languages of the Western.
<u>DUTIES</u>	: Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement and collect, verify and submit accurate statistics timeously.
<u>ENQUIRIES APPLICATIONS</u>	: Ms N Bhistoli Tel No: (023) 814-2015 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 10 June 2022
<u>POST 19/160</u>	: <u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	: R450 939 (PN-A5) per annum : West Coast TB Complex, Sonstraal Hospital : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector, e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation there-of. Participate in training, research and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.

ENQUIRIES : Mr M Andrews Tel No: (021) 862-3176
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 : 10 June 2022

POST 19/161 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: FEMALE WARD)**
(Garden Route District)

SALARY : R450 939 (PN-A5) per annum, (Plus, a non-pensionable rural allowance of 8% basic annual salary)

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, as required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills, MS Office.

DUTIES : Effective and efficient coordination of required nursing care which is compliant with the standards set by the service and professional framework. Participate in management and utilise physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and the core values of the department. Ensure that participation in research related activities is evident in the practice.

ENQUIRIES : Ms H Human Tel No: (044) 2037203
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 : 10 June 2022

POST 19/162 : **SOCIAL WORK SUPERVISOR GRADE 1**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R389 991 per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Bachelor of Social Work (BSW) qualification (i.e. degree in social work) or equivalent qualification that allows registration with the South African Council for Social Service Professions (SACSSP). Register with a Professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2022. Experience: Minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid Cod (B/EB) driver's licence. Willingness to travel between facilities managed by Mitchell's Plain Hospital. Competencies (knowledge/skills): Good interpersonal and leadership skills and a strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good social work care. Demonstrate an in-depth knowledge of social work and public service legislation and knowledge of human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Power-Point and Excel).

DUTIES : Render a clinical social work service to in- and out-patients with regards to the care, support, protection and development through the relevant interventions. Manage personnel including work delegation, supervision and performance management. Manage Social Work department finances and procuring as well

as developing and implementing of policies, prescripts and protocols. Perform all administrative functions required of the job. Manage planning to practice a holistic social work service on a short-/medium-/long term basis and ensure that all personnel undergo training according to their Individual Development and Performance Plan.

ENQUIRIES : Ms S Davids Tel No: (021) 377-4787
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 : 10 June 2022

POST 19/163 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Bellville Engineering and Technical Services, Boiler House - Karl Bremer Hospital

SALARY : R382 245 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the procurement of built environment-related services, in particular: Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Be knowledgeable in the procurement processes prescribed by the Construction Industry Development Board; Knowledge of the Accounting Officers System and Delegations relating to infrastructure procurement. Commodity exposure across a range of services, ie. plumbing, electrical, general building and mechanical maintenance repairs, etc. Ability to engage stakeholders. Financial and commercial awareness. Proven experience managing the SCM processes of complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Reporting skills. Human resource management competencies.

DUTIES : Executing procurement projects from needs analysis stage through to contract management stage. Human resource management. Provide an integrated demand, acquisition and contract management service on maintenance projects for the Engineering and Technical Services Directorate in the Department of Health with a focus on: End-to-end management of the sourcing process. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Chairing and Administration of Bellville Engineering Procurement Committees (BETC/BEFTC/QC). Interaction with Technical staff to ensure sound and compliant memoranda on projects to be undertaken. Ensure compliance to Policies and processes. Responsible for audit responses, compliance and reporting to Head Office. Human resource management.

ENQUIRIES : Mr J M Jooste Tel No: (021) 830-3762
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 : 10 June 2022

POST 19/164 : **BED MANAGER**
Chief Directorate: Rural Health Services

SALARY : R382 245 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree or equivalent registrable with the South African Nursing Council and/or Health Professionals council of South Africa. Experience: Appropriate experience in an acute hospital environment. Appropriate supervisory experience. Inherent requirement of the Job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently as well as part of a multidisciplinary team. Good organising, problem-solving and decision-making skills. Good interpersonal skills and the ability to communicate

- in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package and MS Outlook).
- DUTIES** : Ensure the effective and efficient flow of patients within the institution in collaboration with multi-disciplinary teams. Supervise, coordinate and facilitate effective and efficient use of the transit lounge and pre-admissions area. Manage and co-ordinate patients referrals to other health facilities. Provide information of patient through-put, accurate statistics and early detection and resolution of challenges relating to Bed Management. Development, management and implementation of bed management policies, Protocols and Procedures within the hospital.
- ENQUIRIES** : Ms J Ehlers Tel No: (044) 804- 4537
- 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** : 10 June 2022
- POST 19/165** : **SENIOR PERSONNEL PRACTITIONER: DIVERSITY (YOUTH AND GENDER)**
Directorate: People Practices and Administration (Employee Wellness, Diversity and Disability)
- SALARY** : R321 543 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science (or equivalent). Experience: Appropriate experience in Diversity management, Gender and Youth. Inherent requirement of the job: A valid driver licence. Competencies (knowledge/skills): Knowledge of the Public Service Regulations, Employment Equity Act, Public Finance, National Youth Policy Framework, Commission of Gender Equality Act. Knowledge of organisational culture surveys. Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Research, conceptualisation, and analytical skills. Creative, self-motivated, and assertive. Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently.
- DUTIES** : Provide input as well as technical support into policy/strategy/operational plan review and development and facilitate implementation as aligned to the Gender Equality Strategic Framework, Strategic framework on Women empowerment and the HOD's 8-principle Action plan. Administer, operationalize, and implement processes, projects and programmes that promote Diversity Management (Gender and Youth, Mainstreaming, Disability and Organisational culture) within budgetary guidelines. Assist in facilitation and coordination of the gender focal point. Provide professional advice on Diversity issues. Conduct research, analysis and literature review on matters relating to Diversity. Conduct audits, trend, and statistical analysis to determine opportunities and best practices relating to Diversity. Administer monitoring, evaluation, and reporting. Administer Contract Management in the Diversity and Gender Focus Areas. Provide administrative and logistical support.
- ENQUIRIES** : Ms Z Plaatjie Tel No: (021) 483-7974
- 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** : 10 June 2022
- POST 19/166** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Central Karoo District
- SALARY** : R321 543 per annum
- CENTRE** : Oudtshoorn Sub District (Based at Oudtshoorn Hospital)
- REQUIREMENTS** : Minimum educational qualification: Appropriate National Diploma or Degree in Information Management. Experience: Appropriate health information management experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHCIS), understanding of the Ditcom process and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, and Access) and knowledge

with regard to hospital and primary health care operational and management data. Proficient in at least two of the three official languages of the Western Cape. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.

- DUTIES** : Co-ordinate, collect, collate, capture, and verify all relevant health data according to the provincial policies and SOP's. Assist with data quality monitoring, verification, and submission to and from Sub-district/s Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district/s health facilities. Participate in Sub-district/s health information co-ordinating activities. Monitor data trends for Sub-districts and provide regular reports/feedback to management. Co-ordinate health information activities and support management, supervisor, and colleagues. Maintain information systems: hard/software. Conduct and assist with audits.
- ENQUIRIES** : Dr CA Dreyer Tel No: (044) 203-7204
- 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** : 10 June 2022

POST 19/167 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Cape Winelands Health District

- SALARY** : R261 372 per annum
- CENTRE** : Cape Winelands TB Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration and contract management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, and Outlook). Good written and verbal communication in at least two of the three official languages of the Western Cape. Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of contract management, waste management, government transport, telecommunication, porter, and laundry services

- DUTIES** : Responsible for support services including government transport, laundry services, porter services, mortuary service, telecommunication, hospital accommodation facilities and grounds. Responsible for contract management relating to outsourced service providers i.e., security service, waste management, laundry service, pest control and garden service. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.

- ENQUIRIES** : Ms L Jendrissek Tel No: (023) 348-1397
Lena.Jendrissek@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** : 10 June 2022

POST 19/168 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: WELLNESS PROGRAM)**
West Coast District

- SALARY** : Grade 1: R260 760 (PN-A2) per annum
Grade 2: R320 703 (PN-A3) per annum
Grade 3: R388 974 (PN-A4) per annum
- CENTRE** : Diazville Clinic, Saldanha Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid driver's licence (Code B/EB). Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms AR Louw Tel No: (022) 709 5066
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 stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status"

CLOSING DATE : 10 June 2022

POST 19/169 : **ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)**
 West Coast District

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

CENTRE : Swartland Sub-district (stationed at Swartland Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/knowledge in the different fields of a hospital environment.

DUTIES : Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Carry out or assist Foreman with day-to-day planning and management of job cards for the workshop including workload management, tracking and logging of jobs (in a register/ portal), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients,

write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Carry out or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders regarding execution of projects. Will act as supervisor in the absence of Foreman/ Senior Artisan.

ENQUIRIES : Mr C Vermaak Tel No: (022) 487-9226
APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.
FOR ATTENTION : Ms A Groenewald
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/170 : **ADMINISTRATION CLERK INFORMATION MANAGEMENT**
 Overberg District

SALARY : R176 310 per annum
CENTRE : PHC Support and Outreach Swellendam, Cape Agulhas Sub District Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net) will be to your advantage. Training skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint).

DUTIES : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance (locally) in conjunction with provincial office.

ENQUIRIES : Ms AAM Laubscher Tel No: (028) 424-1167
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 : 10 June 2022

POST 19/171 : **ECM SCANNER OPERATOR**
 Chief Directorate: Metro Health Services

SALARY : R147 459 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM). Computer literacy.

DUTIES : Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient.

Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.

ENQUIRIES : Mr A Moses Tel No: (021) 377-4497
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, AZ Berman Drive, Lentegeur or Private Bag X 9, Mitchell's Plain 7789.
FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 10 June 2022

POST 19/172 : **DRIVER (HEAVY DUTY VEHICLE)**
Garden Route District

SALARY : R124 434 per annum
CENTRE : Alan Blyth Hospital, Kannaland Sub District
REQUIREMENTS : Minimum educational qualifications: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirement of the job: Valid code (C1/EC) (Code 10) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies Knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region. Knowledge of basic grounds and building maintenance skills.

DUTIES : Daily transporting of official passengers, patients, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required. General grounds and building maintenance duties as requested. Use a Heavy Vehicle (C1/EC) (Code 10) for transport of goods when required.

ENQUIRIES : Mr. E Adcock Tel No: (028) 551-1010
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 10 June 2022

POST 19/173 : **FOOD SERVICES AID**
Overberg District

SALARY : R102 534 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good organising, interpersonal and communication skills.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr DW Brecht Tel No: (028) 514 1142
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr E Sass

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE : 10 June 2022

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 19/174 : **DEPUTY DIRECTOR: PROVINCIAL PRINTING, EXAMINATION DISTRIBUTION AND MARKING SERVICES REF NO: 200**
Directorate: Examinations Administration

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office, Cape Town

REQUIREMENTS : Appropriate B-degree or equivalent; a minimum of 3 years relevant management experience; Computer Literacy (MS Office, Advanced Excel); Valid driver's licence. Competencies: Knowledge: Examination and assessment policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of inter-governmental and international relations; Policy Development; Contract and Project management; Human Resource management. Skills: Strategic Management Skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Analytical thinker; Computer literacy skills; Scientific Writing Skills; Project Management Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to handle conflict; the ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self-motivated; Assertive.

DUTIES : Manage and oversee: all administrative duties with regards to question papers and reprographic services; the entire process of printing and sealing of question papers; and oversee all other printing (excluding examination papers); the packing processes and dispatching of question papers to examination venues. The provision of question papers for special needs learners; the collection and return of scripts and preparation of scripts for marking; the provision and supply chain management processes in respect of procurement of paper, stationery, and equipment; budget allocation, expenditure, and cash flow; Compile specifications for contracting appropriate services providers; Manage and oversee contracts and service providers; Management of the marking process including script control; Management of the administration and logistics for the marking centres; Manage security of the facilities, question papers, scripts, and examination materials; Preparation of submissions and reports to DBE and senior managers; Manage recruitment and selection processes for Examination Assistants; Staff Management and supervision. Manage the printing facility.

- ENQUIRIES** : Ms L Bredenkamp Tel No: 021 467 2945
- POST 19/175** : **DEPUTY DIRECTOR: LEGAL REF NO: 198**
Directorate: Policy Co-Ordination
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive remuneration package
: Head Office, Cape Town
: An LLB degree with at least minimum 4 years' appropriate experience in legal environment. Proven Knowledge: The South African Constitutional Law and comparative systems; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions. The Promotion of Access to Information Act; The Promotion of Administrative Justice Act; Relevant educational policies; Relevant procurement prescripts; Public Service Act and Regulations. Skills: Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Well-developed research and legal writing skills; Well-developed innovative problem solving skills; Well-developed analytical skills; Presentation skills; Conflict resolution skills; Negotiation skills; Sound organising and planning skills; Sound interpersonal skills; computer literacy. Personal attributes: Diplomatic; Be able to work under extreme pressure; Be able to work according to very tight time frames; Be able to relate to people at various levels.
- DUTIES** : Commenting on proposed Education legislation/policies. Commenting on new or amended National/Provincial Legislation. Consulting with and advising Minister/HOD and Management within Education on complex or important new legislation and substantive amendments to existing National/Provincial legislation. Formulating, drafting, editing and certifying substantive amendment to Educational policies. Drafting, technical editing, scrutinising and verifying of policies/minutes drafted by officials within the Education Department. Scrutinising and commenting on policy documents (White & Green Papers) which serve as base documents for new National and/or Provincial Legislation. Supervision of the following: Operational planning and work organisation of the unit. Manage the staff of the unit including Staff performance, IPDP, Training and development, staff planning (recruitment, selection, leave management, well-being etc.). Financial management of the unit, compile the unit's budget and monitor and control the expenditure of the unit.
- ENQUIRIES** : Adv. LM Coleridge - Zils Tel No: 021 467 2299/2260
- POST 19/176** : **ASSISTANT DIRECTOR: FINANCE REF NO: 197**
Directorate: Infrastructure Delivery Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Cape Town
: Diploma in Finance, Economics, Accounting or Commerce. Three years relevant experience post-qualification. Valid Driver's License and computer literacy. Skills: Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills. Relevant experience: Three years relevant experience post-qualification and knowledge of financial inputs of assets Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Experience with institutional systems / processes. Candidate must be comfortable operating independently and in a team environment. The ability to multi-task, and work under changing and pressurized circumstances. Processing of payments on BAS (Basic Accounting System).
- DUTIES** : Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure Programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.
- ENQUIRIES** : Mr GP Nieuwoudt Tel No: 021 467 2052
- POST 19/177** : **ASSISTANT DIRECTOR: MARKING SERVICES REF NO: 202**
Directorate: Assessment Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Cape Town
: A recognised three or four-year qualification (in teaching would be an advantage). At least 5 years' appropriate experience in a supervisory capacity.

- Experience in management, support or implementation of marking of NSC, SC or AET scripts. A valid driver's license. Proficiency in at least two official languages of the Western Cape. Knowledge: Knowledge of relevant policies, circulars, and regulations of the National Department of Basic Education and the WCED. Good knowledge of regulations for the administration and conduct of examination and assessment. Skills: Above-average verbal and non-verbal communication skills. Report writing. Formal presentation and facilitation skills. Advanced computer literacy (Word, Excel). Motivate staff. Values: Caring; Integrity; Accountability; Responsiveness; Innovation; Competence
- DUTIES** : The successful candidate will be responsible and accountable for the following tasks: manage the administration and training of marking officials for the NSC, SC and AET examinations; support the online marker systems; write submissions to appoint markers; arrange meetings; support training of markers; manage administration support of marking centres; manage re-mark and re-view processes of the department; develop media/manuals to support marking processes; support payment processes for marking officials; assist re-mark projects, competency tests for markers and awards functions as required; manage attendance, daily work and deliverables of marking unit; ensure SOPs are developed for sections of the marking unit; manage resources and procure resources as required.
- ENQUIRIES** : Ms M Combrink Tel No: 021 467 2946
- POST 19/178** : **ASSISTANT DIRECTOR: PROVINCIAL PRINTING REF NO: 199**
Directorate: Examinations Administration
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : An appropriate B-degree or equivalent, with a minimum of 3 years' experience in dealing with printing at a supervisory level; Computer Literacy (MS office and Excel); Valid EB driver's licence. Knowledge of SC and NSC examination policies and processes. Recommendation: Knowledge of SC and NSC examination policies and processes.
- DUTIES** : Manage printing processes: Manage the printing and sealing of all exam related media for the province. Manage all media and other supplies. Manage all mechanical aspects of the print room. Manage all software related issues. Ensure that all required materials are printed as per required schedule. Be familiar with pre-production workflows. Manage supplier relationships. Manage all supplier relations. Be able to manage all technical areas of the print room. Manage security related issues. Ensure that all security related issues are addressed and maintained. Ensure that all printing follows the strict security measures as determined by the province. Ensure that all personnel adhere to all of the necessary security protocols. Reporting and Administration. Compile and issue progress reports. Identify and report on areas of improvement regarding printing processes. Report on technical issues that impede completion of projects. Human Resource Management. Motivate, train and guide staff within the Division, to achieve and maintain excellence in service delivery. Actively manage the performance, and discipline of staff within the Division.
- ENQUIRIES** : Ms L Bredenkamp Tel No: 021 467 2945
- POST 19/179** : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: 201**
Directorate: Recruitment and Selection
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : Degree in HR or equivalent and 3 years relevant experience. PERSAL; Compilation of statistical reports; Analysis of statistical reports; Analysis of work-study reports; Excel; MS Word; PowerPoint, Presentation skills.
- DUTIES** : Maintenance of the Establishment/ Organizational changes: Create a data base to maintain flow of establishment amendments. Analyse system to identify and correct inefficiencies. Advice and guidance to district/head offices/ institutions. Establishment function i.r.o. Appointments and Advertisements. Develop and maintain organograms. Maintain and update excess status on PERSAL. Record keeping. Manage the reservation of posts and post details. General Establishment Support: Manage the flow of nominations request. Advice and guidance to district/ head offices/ institutions on various functions. Participation in various committees (PPFM, TTT, etc.). Draft and check all

submissions for contract, acting and substitute appointments. Control the implementation of OD reports and establishment adjustments: Analyze OD report. Identify and advise on problem areas. Formulate alternatives. Inform role-players. Manage annual establishment adjustments. Manage the creation, abolition and amendment of posts as approved. Provide Statistics. Monthly status report. National statistics. Provincial statistics. Management statistics. Ad hoc requests. Request and manipulate exception reports Establishment training: Assist with the design and development of establishment training courses. Assist/present of above courses. Development of subordinates. Supervision of subordinates: Delegate and control workflow. Guidance and advice to subordinates. Performance and development management. Promote sound labour relations.

ENQUIRIES
CLOSING DATE

: Ms ML Mocke Tel No: 021 467 9278
: 10 June 2022