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/](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/). For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

**AMENDMENTS**: **DEPARTMENT OF HUMAN SETTLEMENTS**: Kindly note that the post of Deputy Director: Enterprise Architecture Establishment & Enablement advertised in Public Service Vacancy Circular 23, dated 24 June 2022, has been amended as follows: Bachelor of Public Administration, Degree in Social Sciences, Business Processes or Diploma in Internal Audit (specifically in performing auditing). Post graduates’ certificates/ diploma in monitoring and
evaluation, strategic Management, business intelligence and performance auditing will service as an added advantage. Closing date has been extended to 15 July 2022. **DEPARTMENT OF MINERAL RESOURCES & ENERGY:** Kindly take note that the positions of Chief Director: Energy Efficiency Projects (Ref No: DMRE/2098) and Director: Mine Closure (Ref No: DMRE/2099) advertised in the Public Service Vacancy Circular 23 dated 24 June 2022 with closing date of 08 July 2022, the closing date has been extended to 15 July 2022. People with disabilities and women are encouraged to apply. Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meinijes 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 Tel No: 012 444 3319 / Mr P Ndluvu 012 406 7506/ Mr Donald Mbokota Tel No: 012 406 7426. **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Please note that the below posts which were advertised in Public Service Vacancy Circular 23 dated 24 June 2022, Senior State Accountant Ref No: HO2022/06/25 in the Management Accounting Directorate within Head Office and Chief Personnel Officer: HRD in the Sub Directorate: Transversal HR Services within Johannesburg West District Ref No: JW2022/06/50 and Ekurhuleni South District Ref No: ES2022/06/52s are withdrawn.
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ANNEXURE A

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE: 15 July 2022 at 16:00

NOTE: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. 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.

ERRATUM: Kindly note that following position referred to below, advertised in the Public Service Vacancy Circular 23 dated 24 June 2022 has reference. The following position of Deputy Director: Pre-Settlement Management with Ref 3/2/1/2022/364 is based in the Eastern Cape in East London. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 24/01

DIRECTOR: SECTOR EDUCATION AND TRAINING REF NO: 3/2/1/2022/401
Directorate: Sector Education and Training

SALARY: R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) CENTRE: Gauteng (Pretoria)

REQUIREMENTS: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor’s Degree or Advanced Diploma (NQF level 7) in Education and Training or Education Management. Minimum of 5 years’ experience at middle / senior managerial position. Job related knowledge: Knowledge and understanding of all relevant legislations and regulations that governs the Public Service including the Public Finance Management Act and Treasury Regulations, the Public Service Act, Labour Relations Act, etc. Understanding of the Government’s vision, priorities and priorities outcomes in terms of skills development. Knowledge of other relevant legislation (e.g. the
Adult Basic Education and Training Act, Skills Development Act, South African Qualifications Authority Act and Further Education and Training Qualifications Act. Knowledge of Sector Education and Training Authority and their functions, South African Qualifications Authority processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Financial management skills, Strategic capability and leadership skills, Programme and project management skills, Knowledge management skills, Service delivery Innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and customer focus skills, Communication skills, Honesty and integrity and Change management skills. Willingness to travel and working extended hours.

**DUTIES**

Coordinate and manage the implementation of the National Agriculture, Land Reform and Rural Development Education and Training policy, norms, standards and programmes. Coordinate and manage the review, development and implementation of the relevant policies for education and training in the sector. Ensure alignment of Education and Training policies and strategies with the National Skills Development and Departmental objectives. Coordinate and manage the development and implementation of national norms and standards for the sector. Coordinate and manage the development and implementation of an education and training strategy for the sector. Monitor adherence to policies, norms and standards in the implementation of Provincial programmes. Facilitate the establishment of quality assurance bodies in the generation of relevant qualifications and skills programmes. Coordinate and manage the implementation of the National Education and Training strategy and supporting programmes. Collaborate with line function Sector Education and Training Authority (SETAs) in ensuring the appropriate provision of skills development programmes e.g. learnership, mentorship, formal training and informal training and short-term programmes. Coordinate and manage the development and implementation of targeted training programmes for sectoral beneficiaries. Coordinate and manage the implementation of a mentorship programme for farmers and other stakeholders. Ensure training service providers have the appropriate accreditation to provide programmes. Collaborate with SETAs in ensuring that workers receive the appropriate training and that prior learning is recognized. Coordinate and manage external bursary schemes for the sector. Facilitate the identification and development of new qualifications in the sector. Facilitate the development of appropriate curriculum for the sector. Coordinate and manage the development of unit standards based qualifications system. Facilitate information sharing programmes to promote Agriculture, Land Reform and Rural Development as careers of choice. Monitor and evaluate the implementation of the programmes in the sector. Collaborate with the line function SETAs, South African Qualifications Authority (SAQA) and other relevant bodies in designing a quality assurance system for monitoring and evaluation for the implementation of skills and training strategies and programmes. Manage the negotiation and implementation of Service Level Agreement (SLAs) between the Department, SAQA and SETAs. Manage the implementation of a framework for assessing the effectiveness and efficiency of education and training. Monitor and evaluate sector education training components. Monitor and evaluate the performance of service providers to ensure the quality of rendered services. Conduct performance evaluations as per determined standards and objectives. Monitor and ensure compliance with relevant legislations and prescripts in respect of adequate and appropriate skills development. Ensure the generation of relevant reports on agriculture, land reform and rural development training. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at a functional level to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES**

Ms L Botsheleng Tel No: (012) 319 7328
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 to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

Note: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

Other Posts

Post 24/02: Chief Professional Surveyor (Grade A - B) REF NO: 3/2/1/2022/397

Directorate: Examination, State and Land Reform Surveys Services

Salary: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

Centre: North West (Mmabatho)

Requirements:
Applicants must be in a possession of a Grade 12 Certificate and 4-years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver’s licence.

Duties:
Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology.
Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the implementation of innovation proposals to ensure valid and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES
APPLICATIONS
NOTE
POST 24/03
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
POST 24/04: DEPUTY DIRECTOR: INTERNAL CONTROL AND GOVERNANCE REF NO: 3/2/1/2022/396
Directorate: Internal Control

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

CENTRE: Gauteng (Pretoria)

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Financial Management / Accounting / Commerce / Cost Management / Management Accounting / Auditing. 3 years of experience at a junior management level within the internal control and governance environment. Job related knowledge: Policies, procedures and prescripts. Financial systems including: Basic Accounting System (BAS) and Logistical Information System (LOGIS). Public Finance Management Act, Treasury Regulations and Internal control background. Job related skills: Supervision skills, Communication skills (verbal and written), Interpersonal skills, Planning and organising skills, Computer literacy and Interpersonal skills. A valid driver's licence.

DUTIES: Manage and implement internal control services. Maintain internal control systems within the Department. Resolve internal control issues and deficiencies through adept collaboration and facilitation skills with process and control owners. Develop, Implement, and update policies and standard operating procedures. Maintain a system for pre-checking / compliance verification of BAS payments prior to being processed on BAS. Manage loss control. Manage losses and claim effectively. Supervises cleaning of suspense accounts such as damage vehicle, losses, theft, and loss account etc. Coordinate development / review, implementation, and maintenance of policies, procedures and directives in loss control section. Manage the maintenance of electronic loss control registers and manual files for reporting purposes e.g. monthly, interim and annual reporting. Conduct awareness campaigns on losses and claims management. Render internal control awareness and spot checks on payments processed. Ensure that the awareness sessions on internal control and governance matters are conducted. Ensure that spot checks on payments processed are conducted. Manage the financial policy reviews. Co-ordinate the review of the financial policies. Provide general administration of the sub-directorate. Develop the sub-directorate’s operational plan and ensure the implementation and reporting thereof for the sub-directorate. Manage training and development of staff, manage staff leave, attendance, performance and travel. Co-ordinate the activities of the sub-directorate. Manage staff performance.

ENQUIRIES: Ms N Mokati Tel No: (012) 319 6738

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 to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 24/05: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2022/402
Directorate: Financial and Supply Chain Management Services

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

CENTRE: Kwazulu Natal (Pietermaritzburg)

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor’s Degree in Financial Management / Accounting / Commerce. 3 years experience at a junior management level. Experience in cooperatives development field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives, Monitoring and evaluation, Understanding of Comprehensive Rural Development Programme (CRDP), Strategic planning, Human resources management, Financial management, Supply chain management and Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus.
skills and Statistical forecasting skills. A valid driver’s licence. Willingness to travel.

**DUTIES**

Manage financial functions and systems in the Provincial Shared Service Centre (PSSC). Ensure implementation of the internal controls and safe keeping of all financial records. Ensure compliance to policies and prescripts. Review monthly, quarterly and annual management reports. Submit inputs for interim and annual financial statements. Manage payments and systems on a daily basis. Monitor financial performance. Development and monitor work processes, services and procedures that will benefit clients on an on-going basis. Provide reports and statistics as well recommendations for improvements quarterly. Ensure proper financial management control and compliance with delegations regularly. Establish effective systems and procedures for sound financial management and reporting requirements regularly. Manage implementation of service level agreements between client office, the PSSC and National Office. Oversee general financial management including inputs into policy formulation on an on-going basis. Approval of payments. Management of reconciliation of key accounts. Manage payments and system on a daily basis. Manage the Provincial budget. Confirm budgeting. Ensure the programme and projects are effectively managed according to Public Finance Management Act. Manage compilation of budget inputs and revenue collection (Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure). Ensure year end / month end closure occur effectively in accordance to policy and procedures. Compile monthly, quarterly and annual cash flow projections. Control of debtors. Maintain the departmental budget. Monitor budget and setting targets. Report on budget performance. Manage salaries and payroll. Manage salaries and payroll on a daily basis. Manage both internal and external debtors. Clear and reconcile various salary related suspense accounts. Check bank statement for salary reversals and salary debt paid into the account. Oversee transaction on Personnel and Salary Administration (PERSAL) system (i.e. allowances and deductions). Oversee transactions on Basic Accounting System (BAS) (i.e. journals, sundry payments etc). Oversee the distribution of salary pay slips and IRP5s to all pay points within the Province. Manage payroll certification of supplementary, permanent and temporary runs on a monthly basis. Report on outstanding payrolls and other salary related matters in line with the Treasury Regulations. Resolve BAS and PERSAL exceptions. Render financial business support and risk management. Coordinate internal and external audits and risk management. Coordinate and compile process and fraud risk registers. Submit progress report in terms of process and risk registers. Liaise with auditors (internal and external) on audit queries and develop action plans for audit findings raised. Update risk actions on systems on weekly, monthly and quarterly basis.

**ENQUIRIES**

Ms NM Magula Tel No: (033) 264 9500

**APPLICATIONS**

Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**NOTE**

African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 24/06**

ENGINEER (PRODUCTION) (GRADE A-C) REF NO: 3/2/1/2022/404 (X3 POSTS)

Directorate: infrastructure support

**SALARY**

R728 829 – R1 106 814 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE**

Gauteng (Pretoria)

**REQUIREMENTS**

Computer literacy. Report writing skills. High level of interpersonal skills. Negotiation, tact, diplomacy and facilitation ability. Project management skills. Strong communication skills (verbal and written). Strong advisory and facilitation skills, including the ability to work with national authorities to build VAA (Strategic Planning at the State Education Institutions) institutions and procedures, interpretation of relevant documents. A valid driver’s licence. Willingness to work extended hours.

**DUTIES**

Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering related matters.

**ENQUIRIES**

Dr JK Moeng Tel No: (012) 319 8495

**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 to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

African, Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 24/07**

CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/399

Directorate: Survey Services

**SALARY**

R452 895 – R1 106 814 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE**

Western Cape (Mowbray)

**REQUIREMENTS**


**DUTIES**

Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the
Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

ENQUIRIES
Ms BM Semoli Tel No: (021) 658 4356

APPLICATIONS
Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

NOTE
African and Indian Males and African Females and Persons with disabilities are encouraged to apply.

POST 24/08
CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/400
(X2 POSTS)
Directorate: Imagery and Topographic Data

SALARY
R452 895 – R1 106 814 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE
Western Cape (Mowbray)

REQUIREMENTS

DUTIES
Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to
ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

ENQUIRIES
APPLICATIONS
NOTE

: Ms BM Semoli Tel No: (021) 658 4356
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
: African and Indian Males and African Females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF BASIC EDUCATION

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

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za 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: 15 July 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 24/09: DEPUTY DIRECTOR (SCHOOL PSYCHOSOCIAL SUPPORT) REF NO: G2G PROJECT DBE/SSPSGGAP/01

(12 Months Contract with an option to renew)

SALARY: R882 042 per annum (Level 12)

CENTRE: Department of Basic Education (Pretoria)

REQUIREMENTS: Applicants must be in possession of a three-year relevant (NQF level 6) post matric qualification or equivalent in Social Sciences, Social Work and Psychology (a relevant postgraduate qualification will be an added advantage); 4 years relevant experience at Supervisory level; At least 5 years working experience in the relevant sector/environment; Experience in the design and implementation of evidence-based and research-informed psychosocial support programs delivered in group- and community-based settings; Experience in training and capacity building on the provision of needs-based psychosocial support models and interventions; Experience in implementing ongoing mentorship and support using an evidence-based mentoring model or framework; Experience in the monitoring and evaluation of psychosocial programs for children of school going age; An understanding of the interface between the South African government operations and NGO environment; An understanding of current education and school health policies and the various child protection legislation; Research and theory-informed knowledge of the range of psychosocial issues; Knowledge of evidence-based psychosocial support interventions; Knowledge and skills in developing and facilitating didactic; Knowledge of evidence-based mentorship models and frameworks; Knowledge of monitoring and evaluation principles and frameworks; Good communication skills (verbal and writing); Inter-personal, networking and computer skills; Ability to develop and implement a monitoring framework; Ability to take initiative and solve problems; Ability to co-ordinate stakeholder groups; Ability to liaise with officials at Circuit and/ or district levels of government and key stakeholders in the field; Ability to work independently and as a part of a team; Ability to work beyond regular core business hours; Creativity and energy are essential; A valid driver’s license and be willing to travel extensively is required.

DUTIES: The successful candidate will provide support for the implementation of the DBEs Standard Operating Framework for Learner Support Agents; Support LSAs to develop skills to support and protect vulnerable learners in line with the implementation of HIV/AIDS Life Skills Education Programme and Care
and Support for teaching and Learning (CSTL) programme; Lead the implementation and coordination of capacity building, mentor, monitor and support LSAs to ensure the psychosocial well-being of learners aligned to the work of the PSS Directorate; Manage and train the LSAs in schools and liaise with key stakeholders within the LSA programme; Represent the Department in meetings with District officials and local stakeholders; Develop periodic reports in line with the Department’s requirements include support the reporting of LSA related work under the G2G program; Report to the PSS Director or their designee.

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

NOTE
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.
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 : 15 July 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 document(s) will be in line with the requirements of the advert. 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)

OTHER POSTS

POST 24/10 : PRINCIPAL COID EMPLOYER AUDITOR REF NO: HR4/4/35
SALARY : R477 090 per annum
CENTRE : Provincial Office, KZN
DUTIES: Manage the implementation of SOP’s and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.

ENQUIRIES: Mr EM Khambula Tel No: 031 366 2201
APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 24/11: ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (X2 POSTS)

SALARY: R382 245 per annum
CENTRE: Provincial Office Limpopo Ref No: HR 4/4/6/101 (X1 Post)


DUTIES: Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

ENQUIRIES: Ms TE Maluleke Tel No: 015 290 1662
Mr N Luxande Tel No: (051) 505 6235
APPLICATIONS: Polokwane: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane
Bloemfontein: 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 Management, Polokwane
Sub-directorate: Human Resources Operations, Free State

POST 24/12: ASSISTANT DIRECTOR: HRO & ER REF NO: HR 4/4/8/685

SALARY: R382 245 per annum
CENTRE: Provincial Office: Free State


DUTIES: Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (weekly). Coordinate and manage the implementation of programmes of Employment Equity, Monitor the administration of service benefits. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES: Mr S Segalo Tel No: (051) 505 6206
APPLICATIONS: Chief Director Tel No: 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
POST 24/13  

OHS INSPECTOR (X2 POSTS)

**SALARY**: R321 543 per annum

**CENTRE**: Klerksdorp Labour Centre Ref No: HR 4/4/10/42 (X1 Post)  
Labour Centre, Louis Trichardt Ref No: HR 4/4/6/108 (X1 Post)

**REQUIREMENTS**: Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant recognized professional body is an added advantage but not compulsory. Valid Drivers Licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES**: To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. 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 UT Qambata Tel No: (018) 387 8195  
Ms J Fope Tel No: 015 290 1699

**APPLICATIONS**:  
Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.  
Polokwane: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

**FOR ATTENTION**:  
Sub-directorate: Human Resources Management  
Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

POST 24/14  

TEAM LEADER REF NO: HR 4/4/10/43

**SALARY**: R321 543 per annum

**CENTRE**: Lichtenburg Labour Centre


**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 UT Qambata Tel No: (018) 387 8195
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
FOR ATTENTION: Sub-directorate: Human Resources Management.

POST 24/15: SENIOR FRAUD INVESTIGATOR REF NO: HR 4/4/8/683

SALARY: R321 543 per annum
CENTRE: Provincial Office: Free State

DUTIES: Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES: Mr Z Malusi Tel No: (051) 505 6351
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

POST 24/16: SENIOR PRACTITIONER: EMPLOYEE HEALTH AND WELNESS REF NO: HR4/4/3/1/SPEHW/UIF

SALARY: R321 543 per annum
CENTRE: Unemployment Insurance Fund, Pretoria
REQUIREMENTS: Three-year tertiary qualification in Social Science/Social Work/ Psychology. Registration with HPCSA or SACSSP will be an added advantage. Two (2) years functional experience in the Employee Health and Wellness environment. Knowledge: Employee Health Wellness Programmes (EHWP), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Negotiation, Counselling, Motivational, Problem Solving, Presentation, Planning and Organizing, Communication (Verbal and Written), Computer Literacy, Report Writing, Creativity, Numeracy.

DUTIES: Arrange employee support services through integrated wellness programmes. Provide assistance on chronic illnesses in the workplace (HIV/AIDS, TB, etc.). Facilitate crises intervention, therapy and counselling to employees. Implement Employee Health and Wellness Strategic Framework.

ENQUIRIES: Mr SR Makwela Tel No: (012) 337 1772
APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

POST 24/17: SENIOR PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1/SPEPM/UIF
(Re-Advertisement)

SALARY: R321 543 per annum
CENTRE: Unemployment Insurance Fund, Pretoria
DUTIES: Provide administrative support and ensure correct implementation of the performance management and development system for the Department. Provide support to the Fund’s performance management structures. Capture performance management documents on PERSAL. Provide Performance Management and Development System advice and guidance. Supervise human resources/staff.

ENQUIRIES: Ms BE Dweba Tel No: (012) 337 1845

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

POST 24/18: INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)

SALARY: R261 372 per annum

CENTRE: Kariega Labour Centre, Eastern Cape Ref No: HR 4/4/1/45 (X1 Post)

Labour Centre Louis Trichardt Ref No: HR4/4/6/103 (X1 Post)


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 W Koba Tel No: 041 992 4627
Ms. JM Fope Tel No: 015 290 1699

APPLICATIONS: Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230 Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane

FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

POST 24/19: ADMINISTRATION OFFICER REF NO: HR4/4/5/31

SALARY: R261 372 per annum

CENTRE: Provincial Office, KZN


DUTIES: Render human resources management functions for the PES business unit. Provide support for the budget administration of the PES business unit. Provide administrative support for the training of the unemployed. Consolidate monthly and quarterly statistics for the PES Business Unit. Perform general administrative functions to the PES Business.

ENQUIRIES: Ms Z Dlamini Tel No: 031 366 2010
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN
POST 24/20 : EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/6/109
SALARY : R261 372 per annum
CENTRE : Provincial Office Limpopo
DUTIES : Perform and monitor the implementation of Unemployment Insurance Act and Compensation for Occupational Injuries and Diseases Act. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
ENQUIRIES : Ms TE Maluleke Tel No: 015 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Limpopo
POST 24/21 : EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/47
SALARY : R261 372 per annum
CENTRE : Provincial Office: Kimberley
DUTIES : Perform monitor the implementation of UIA and COIDA Programme. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.
ENQUIRIES : Mr IS Vass Tel No: (053) 838 1702
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley
POST 24/22 : OFFICE ADMINISTRATOR REF NO: HR4/4/4/06/01
SALARY : R261 372 per annum
CENTRE : Gauteng Provincial Office
DUTIES : Provide a receptionist support to the Chief/ Directorate including diary management for the Chief/ Director, Render a Secretariat Service for the Office of the Chief/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/ Directorate. Facilitate and coordinate all
logistical and resource requirements of the Chief/ Directorate. Provide Management Information and records management services in the Chief/ Directorate. Track and monitor projects tasks within the Chief/ Directorate.

**ENQUIRIES:** Mr BJ Dingaan Tel No: (011) 853 0303

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

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

**POST 24/23:** CLAIMS ASSESOR: COID SERVICES REF NO: HR4/4/1/125

**SALARY:** R261 372 per annum

**CENTRE:** Komani Labour Centre Eastern Cape

**REQUIREMENTS:** Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant (policies, procedures and processes), Customer Service (Batho Pele Principles), Risk Awareness and COID Tariffs. Skills: Required Technical Proficiency, Communication (Verbal, Written, Listening and Questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking and Problem solving and decision making.

**DUTIES:** Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Service as a Team Leader/ Supervisor.

**ENQUIRIES:** Mr K Mbande Tel No: 045 807 5400

**APPLICATIONS:** Chief Director: Provincial Operations, Private Bag X 323 Queenstown, 5320, Hand deliver at No 10 Robinson Road Queenstown.

**FOR ATTENTION:** Chief Director: Provincial Operations

**POST 24/24:** INSPECTOR (X5 POSTS)

**SALARY:** R211 713 per annum

**CENTRE:** Rustenburg Labour Centre Ref No: HR 4/4/10/45 (X1 Post)
Potchefstroom Labour Centre Ref No: HR 4/4/10/46 (X1 Post)
Pietermaritzburg Labour Ref No: HR4/4/5/33 (X1 Post)
Labour Centre Jane Furse (Station: Burgersfort Satellite Office) Ref No: HR4/4/6/104 (X1 Post)
Labour Centre Mokopane Ref No: HR4/4/6/107 (X1 Post)


**DUTIES:** Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act(BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA. Execute investigations and reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislations. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES:** Mr UT Qambata Tel No: (018) 387 8195
Mr MSJ September Tel No: (033) 341 5300
Ms JM Fope Tel No: 015 290 1699
Ms TE Maluleke Tel No: 015 290 1768

**APPLICATIONS:** Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
Pietermaritzburg: Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.
**FOR ATTENTION**  
Sub-directorate: Human Resources Management  
Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.  
Sub-directorate: Human Resources Management, Limpopo

**POST 24/25**  
**CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X9 POSTS)**

**SALARY**  
R211 713 per annum

**CENTRE**
- Vryheid Labour Centre Ref No: HR4/4/5/30 (X1 Post)  
- Verulam Labour Centre Ref No: HR4/4/5/40 (X3 Posts)  
- Richards Bay Labour Centre Ref No: HR4/4/5/39 (X2 Posts)  
- Ulundi Labour Centre Ref No: HR4/4/5/38 (X3 Posts)

**REQUIREMENTS**  
Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

**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 Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

**ENQUIRIES**
- Mr F Dladla Tel No: (034) 980 8820(Vryheid)  
- Mr B Zondi Tel No: (032) 541 5600 (Verulam)  
- Mr KI Ximba Tel No: (035) 780 8700 (Richards Bay)  
- Mr TJ Nkosi Tel No: (035) 879 8800(Ulundi)

**APPLICATIONS**
- Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid  
- Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 3400 or hand deliver at 13 Wick Street, Verulam  
- Deputy Director: Richards Bay Labour Centre, Private Bag x 20033, Empangeni 3880 or hand deliver at 11 Lira Rink Road, Richards Bay  
- Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838 or hand deliver at Unit A Wombe Street, Ulundi

**FOR ATTENTION**  
Sub-directorate: Human Resources Operations, KwaZulu-Natal  
Sub-directorate: Human Resources Operations, KwaZulu-Natal  
Sub-directorate: Human Resources Operations, KwaZulu-Natal  
Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 24/26**  
**SENIOR ADMINISTRATION CLERK (CLAIMS PROCESSOR) REF NO: HR 4/4/8/686**

**SALARY**  
R211 713 per annum

**CENTRE**
- Welkom Labour Centre

**REQUIREMENTS**
- Grade 12/ Three-year tertiary qualification degree/ Diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required.  

**DUTIES**

**ENQUIRIES**
- Ms M Mamburu Tel No: (057) 391 0200
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

POST 24/27: UI CLAIMS OFFICER REF NO: HR 4/4/8/687

SALARY: R211 713 per annum

CENTRE: Zastron Labour Centre


DUTIES: Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES: Mr. C van Niekerk Tel No: (051) 673 1471

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

POST 24/28: CLAIMS PROCESSOR REF NO: HR4/4/5/34

SALARY: R211 713 per annum

CENTRE: Pietermaritzburg Labour

REQUIREMENTS: Grade 12 Certificate. Three (3) year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM will be added advantage. Knowledge: Public Service Act, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), and Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES: Adjudicate the registered claims. Preparation of compensation benefits. Handle claim enquiries. Render administration activities.

ENQUIRIES: Mr MSJ September Tel No: (033) 341 5300

APPLICATIONS: Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION: Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.

POST 24/29: PRINCIPAL MACHINE OPERATOR REF NO: HR4/4/3/1/PMO/UIF

SALARY: R147 459 per annum

CENTRE: Unemployment Insurance Fund, Pretoria


DUTIES: Reproduce official documentation according to the customer specifications. Ensure that all photocopy machines, binding machines etc. are in good condition. Render administration duties as and when there is a need.

ENQUIRIES: Mr MC Moraoswi Tel No: (012) 337 1562 /1757

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION: Sub-directorate: Human Resources Management, UIF
ANNEXURE D

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS : Must 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 : 25 July 2022

NOTE : All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department’s equity plan. Women and People with disabilities are encouraged to apply and preference will be given to the EE Targets. Correspondence will be limited to shortlisted 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 24/30 : DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO14/2022

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 : Bachelor’s Degree in Finance / Auditing (NQF7) or equivalent qualification in a related field. Five (5) years of experience at middle/senior managerial level in Internal Control & Compliance, Finance or Auditing. Knowledge of Financial
DUTIES

Ensure effective monitoring of compliance with the Treasury Regulations, Modified Cash Standard or Generally Recognised Accounting Practice (GRAP) and other Prescripts impacting on Finance and Supply Chain Management. Develop and oversee systems for uniform handling of non-compliance issues and proper reporting. Develop/implement corrective action plans to address control weaknesses. Conduct assessments and basic investigations on reported cases of irregular, fruitless, and wasteful expenditure. Provide monthly report to National Treasurer and Chief Financial Officer on reported cases of irregular, fruitless, and wasteful expenditure. Provide strategic leadership to ensure good corporate governance. Analyse quarterly and annual financial reports. Control and manage human, financial and physical resources and assets. Overseeing and monitoring the implementation of the compliance programs. Provide effective financial systems and support services. Provide advice on the implementation of financial management policies, processes, procedures, standards, systems and practices. Ensure good governance in line with treasury guidelines and regulations and the PFMA. Ensure effective audit coordination including the development, monitoring and evaluation of Audit Action Plans derived from internal and external audit findings. Provide strategic advice/support to the Chief Financial Officer in respect to Audits and Financial Management matters. Oversee timely resolution of audit queries.

ENQUIRIES

Ms A Jass Tel No: 012 399 9038

OTHER POSTS

POST 24/31

DEPUTY DIRECTOR: PROVINCIAL PROJECT MANAGER REF NO: EP02/2022

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

Bachelor’s Degree/National Diploma (NQF6) in Natural Science, Development Planning, Built Environment, or an equivalent relevant qualification, coupled with a minimum of 3 years’ experience at junior management level (ASD) in project management or related field. Proven knowledge and experience in working on and supporting project management. Stakeholder management and ability to successfully manage a wide network of relationship. Relevant experience in community development business concept development, feasibility testing, market research and sustainability testing. Knowledge and understanding of the EPWP. Proven experience in implementation, monitoring and evaluation of government programmes; contract management, ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem-solving skills. Experience in people and financial management, communication. A valid code B driver’s license, able to drive, willingness to travel extensively and work extended hours.

DUTIES

Manage and Evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reviewing of project plans regularly to ensure tasks and milestones are being achieved in a timely manner, take an active part in the project issues/risk management process by contributing to the identification and prioritization of existing and potential issues/risks, monthly reporting on projects to the province and the department; provide ad-hoc...
support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

ENQUIRIES: Ms G Modubu Tel No: (012) 399 9693

POST 24/32: SENIOR LEGAL ADMINISTRATION OFFICER (MR6): APPEALS AND LEGAL REVIEW REF NO: RCSM08/2022

SALARY: R480 927 per annum, (OSD)
CENTRE: Pretoria
REQUIREMENTS: LLB degree coupled with at least eight (8) years post qualification experience. Experience in the provision of legal services, and experience in the application of Environmental Law, Mining Law, Constitutional Law and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving, and positive attitude, and an ability to adhere to deadlines are essential. Must be able to travel and must have a valid driver licence and be able to work after hours or over weekends when necessary. Good negotiating skills.

DUTIES: Provide legal support and legal advice on the interpretation of environmental legislation, the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels as and when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and draft appeal decisions.

ENQUIRIES: Mr M Rakgogo Tel No: 012 399 9626

POST 24/33: ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES REF NO: EP9016/2022

SALARY: R477 090 per annum
CENTRE: Bloemfontein
REQUIREMENTS: Bachelor’s degree/National Diploma (NQF6) in Natural Science / Environmental Management or relevant equivalent qualification coupled with a minimum of three (3) years’ experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills. Compiling reports, listening, and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers’ licence as well as above average numerical literacy. Negotiation skills and an ability to interact at all relevant levels in provincial, local government, the private sector and with landowners and land-users. Able to work under pressure, long hours, and travel extensively.

DUTIES: Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities, and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all
projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP recruitment, monitoring, and reporting the requirements and transformation targets.

ENQUIRIES : Mr R Mathivha Tel No: (051) 430 7243/ 074 202 0303

POST 24/34 : ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: PRIORITISED INFRASTRUCTURE PROJECTS REF NO: RCSM09/2022

SALARY : R408 075 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate Honours Degree in Environmental Management/ Science or Natural Sciences or related field. A minimum of two (2) years’ experience in processing EIA decisions and currently involved in the EIA sector. A thorough knowledge and experience of the National Environmental Management Act, 2014 as amended and relevant legislation. Thorough knowledge of S24 of NEMA and its provisions. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems. Computer literate. Good communication skills (written, oral and graphic). Good organizing, planning, and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid driver’s license.

DUTIES : Process EIA decisions and NEMA Section 24G applications submitted to the Department. Draft submissions and recommendations for EIA decisions. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA related matters. Provide administration and functional support to management and Branches within the Department. Assist in the development of relevant Standard Operating Procedures (SOPs).

ENQUIRIES : Ms M Solomons Tel No: 012 399 9382

POST 24/35 : ASSISTANT DIRECTOR: PROGRAMME IMPLEMENTATION-INLAND PROVINCES REF NO: EP03/2022

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor’s Degree/National Diploma (NQ6) in Public Administration, Business Management, or equivalent relevant qualification. A minimum of three (3) years’ experience in public administration. Thorough knowledge of policies, processes and procedures, public financial management, asset management, personnel management, procurement management and programme management. The following skills will serve as recommendations: analytical thinking, excellent communication, computer Literacy, report writing, presentation, supervisory, problem solving, conflict resolution and numerical skills. The successful candidate must have a valid driver’s license.

DUTIES : Develop, Implement and monitor a tracking system for submission of monthly, quarterly, annual and completion reports; Develop a database of projects eligible for submission of annual audits and completion reports; Facilitate the processing of annual audits and completion reports; review and present monthly submission status report of annual audits and completion reports Implement and monitor the procurement plan of the directorate and regional offices: develop directorate procurement plan for the financial year, facilitate procurement of goods and services in accordance with directorate procurement plan, manage expenditure against budget allocated for procurements of goods and services, compile and present monthly procurement reports. Provide assets management support to the directorate and regional offices: Provide logistical support to the directorate and regional offices: Provide document management support to the directorate: Facilitate the establishment of directorate e-filing system, implement and monitor the administrative records filing system.

ENQUIRIES : Ms G Modubu Tel No: (012) 399 9693
POST 24/36: ASSISTANT DIRECTOR: CLIMATE CHANGE ADAPTATION PROJECT AND ADMINISTRATION MANAGEMENT REF NO: CCAQ09/2022 (X3 POSTS)
(Two-Year Contract)

SALARY: R382 245 per annum, plus 37% lieu of benefits
CENTRE: Garden Route (WC)/Amathole (EC)/uMzinyathi (KZN) District Municipalities
REQUIREMENTS: Bachelor’s degree /National Diploma (NQF6) in Environmental Management / Science or relevant qualification coupled with a minimum of 3-5 years of experience in a related field. Knowledge of Environmental Management; Finance / Budgeting; Project Management; Administration; and Climate Change. Knowledge of PFMA and other Financial associated prescripts. Knowledge of Public Service legislation, Departmental policies and procedures, Skills required: Organising; Basic Facilitation; Communication (verbal and written); Interpersonal, Computer literacy; Technical writing; Presentation, Project Management; Interpersonal; Analytical thinking and Networking. Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices. Experience seeing projects through the full life cycle. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination, and planning ability; self-driven and approachable. Solutions-driven and proactive. Ability to work independently and in a team; ability to work under pressure.

DUTIES: Provide technical support to the District on implementation of climate change strategy in relation to the Government of Flanders (GoF) donor funding, climate finance and resource mobilization. Coordinate implementation of the Adaptive Capacity Facility Human Settlement Pilot Programme (ACF-HSPP). Provide support to ACF management and definition of the project scope with the service provider in achieving the objectives of the project. Provide support on the compilation of reports. Provide support on the preparation of budget based on scope of work and resources required.

ENQUIRIES: Mr T Phago Tel No: 012 399 8538
NOTE: Applicants are requested to indicate the centre they are applying for.

POST 24/37: IT SUPPORT SPECIALIST- IT SERVICE SUPPORT REF NO: CMS20/2022

SALARY: R382 245 per annum
CENTRE: Cape Town
REQUIREMENTS: Bachelor’s Degree /National Diploma (NQF level 6) in Information Technology, coupled with a minimum of 3 years’ relevant experience within the relevant field. Must have knowledge of; Information Technology, administrative procedures, service desk, Public Financial Management Act, advanced LAN and Desktop Support Skills, Coordination skills, Video conferencing systems support skills, Organisational and planning skills, Communication skills (written and spoken), Programme and Project Management. Must be Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Must have proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Must have good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to collect and interpret information and reports. Have good Interpersonal relations. Show Initiative, Responsibility and Loyalty.

DUTIES: Provide LAN and Desktop operations and administration services. Check the validity of the IT equipment (out of warranty/obsolete) Upload software and drivers on file server. Provide technical support to remote sites. Provide technical support to vendors on resolving hardware issues. Troubleshoot, Research and Test possible IT solutions and implement solutions. Configure and install workstations according to the Departmental standards. Identify, trouble shoot and resolve hardware, software and network related problems encountered by the end user. Provide administration support of SLA’s on all Desktop equipment. Ensure and maintain connectivity to government systems (BAS, LOGIS, Persal, SafetyWeb) and email/internet facilities within the Department. Ensure that users access EDMS, Department website, intranet, internet or remote mail using mobile technology. Configure and maintain desktop connectivity to printers and scanners. Assist users to make use of video conferencing system. Provide support in the maintenance of LAN operational processes. Ensure network connectivity of all workstations. Support end-users.
on the use and features of the various operating systems and applications. Troubleshoot the Department and remote sites network and cabling infrastructure.

ENQUIRIES: Ms M Boois Tel No: 0741194956

POST 24/38: SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS23/2022

SALARY: R321 543 per annum
CENTRE: Pretoria
REQUIREMENTS: National Diploma (NQF 6) in Labour Relations or relevant qualification. A minimum of two (2) years’ experience within the related field. Candidates must be in possession of PERSAL introduction Certificate. Knowledge of disciplinary code and procedures; Grievance; mediation and arbitration procedures. Public Service legislation and regulations. Skills required: Programme and project management; Conflict resolution; Sound organising and planning; Interpretation and application of legislation and policies; Communication (written and verbal) and computer literacy. The ability to work under pressure and long hours.

DUTIES: Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute case effectively. Facilitate the resolution of disputes. Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders. Represent the Department at the Departmental Bargaining Chamber (DBC). Communicate Monthly reports to Branches. Ensure that all grievance, misconduct, and dispute cases are captured on PERSAL. Update and manage database.

ENQUIRIES: Mr L Motsepe Tel No: 012 399 8681/ 071 608 6012


SALARY: R276 831 per annum
CENTRE: Cape Town
REQUIREMENTS: Bachelor’s Degree / National Diploma (NQF level 6) in Natural/Environmental Science or, relevant equivalent qualification coupled with a minimum of one (1) year experience required in a relevant field. Knowledge of application of the relevant national and international prescripts relating to the management of invasive alien species such as the National Environmental Management: Biodiversity Act (NEMBA). Knowledge of Departmental procedures and prescript/policies and procedures. Knowledge of Project Management, Financial and Procurement procedures. Skills: Computer literacy, Research, Planning and organising, Analytical, Good communication skills (verbal, writing and other). Ability to work long hours voluntarily. Proven leadership skills, Ability to gather and analyse information, Conflict management and resolution, Ability to collect and interpret information and reports.

DUTIES: Administer the process of issuing authorization of alien and invasive species in terms of the NEMBA: Alien and Invasive Species Regulations. Review the permit application and the attached documents. Serve as the first contact point for external and internal clients with regards to alien and invasive species import authorisations. Conduct risk assessments for listed invasive species and alien species with invasive potential. Initiate and conduct risk assessment. Conduct literature searches to ensure correct scientific names are allocated for permit application. Provide species verification on the Alien and Invasive Species Regulations. Liaise and advice stakeholders on the permitting of alien and invasive species. Co-ordinate and participate in multi-lateral interactions to facilitate the implementation of the Alien and Invasive Species Regulations and associated norms and standards. Establish and maintain a register of all permits, including integrated permits, issued by Issuing Authority and all risk assessments that have been carried out in terms of sections 65(2) and 71(2) of the National Environmental Management: Biodiversity Act, 2004.

ENQUIRIES: Mr K Nelukalo at 082 512 6783
ANNEXURE E

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ELANGENI TECHNICAL VOCATION EDUCATION AND TRAINING)

Elangeni Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for these permanent posts.

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)

CLOSING DATE: 15 July 2022 @ 13h00

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)

CLOSING DATE: 15 July 2022 @ 13h00

NOTE: 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

ERRATUM: Kindly note the two (2) posts were advertised in Public Service Vacancy Circular 22 dated 17 June 2022 (FOR THEKWINI TVET COLLEGE). The Key Result Area for Assistant Director: Employee Relations post SL9 have been added as follows: Manage Employee related Programs and supervise Employee Assistant Practitioner. Note: Candidates will be subjected to competency assessment test, Portfolio Presentation and Specialist Knowledge test as part of the selection criteria. Link to apply for Assistant Director: Employee Relations post SL9, Ref: CO 01/06/2022 Job Detail | My Website (thekwini.edu.za). The closing date for Assistant Director: Employee Relations post (Level 09) has been extended to 15 July 2022

OTHER POSTS

POST 24/40: SENIOR RISK & FRAUD PREVENTION OFFICER REF NO: HRM 79/2022

SALARY: R321 543 per annum (Level 08)

CENTRE: Elangeni TVET College, Central Office

REQUIREMENTS: Recognised National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. 3-5 years’ experience in Risk Fraud, Ethics and Integrity Management or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment. Must have valid driver’s licence.

DUTIES: Ensure overall supervision and facilitate the provision of risk management services Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Ensure overall supervision and facilitate the provision of ethics and integrity management services Facilitate the promotion of the implementation of code.
of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Supervise human, physical and financial resources.

**ENQUIRIES**: MR NE Mkhize Tel No: 031 492 4363

**POST 24/41**: CHIEF REGISTRY CLERK REF NO: HRM 80/2022

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

**CENTRE**: Elangeni TVET College, Central Office

**REQUIREMENTS**: A grade 12 certificate, Recognized National Diploma in Public Management/Information Management (NQF level 6) with 3-5 years’ experience in clerical/administrative or equivalent qualification. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understanding of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

**DUTIES**: Supervise and Provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing of documents for archiving and disposal. Supervise Human Resource/staff.

**ENQUIRIES**: MR NE Mkhize Tel No: 031 492 4363

**POST 24/42**: STUDENT LIAISON OFFICER REF NO: HRM 81/2022

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

**CENTRE**: Elangeni TVET College, Qadi

**REQUIREMENTS**: A recognized National Diploma/Degree in Social Science / Psychology /Education or equivalent relevant qualification. 2-3 years’ experience in student support services Education/Teaching and Learning environment or related field. Proven knowledge of Public Sector. Knowledge of Psychology practice Teaching background. Public Service legislative framework such as Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Batho Pele principles.

**DUTIES**: Provide student liaison services at the Campus. Provide welfare support to students by liaising between stakeholder/persons. Prepare weekly and monthly reports. Assist students as and when required. Assist with academic support plan for identified students. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic student matters appropriately including substance and other relevant matters. Promote regular attendance of students and monitor the attendance register. Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support student, families by establishing and delivering absence reduction programs.

**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363

**POST 24/43**: GENERAL ADMINISTRATIVE CLERK (X2 POSTS)

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Elangeni TVET College, Central Office

**REQUIREMENTS**: A Grade 12 certificate (NQF Level 4) or equivalent. 1-2 years’ experience human resource management/public management/financial management environment or equivalent field. Knowledge of Human Resource policies, procedures and practices. Knowledge of establishment processes and procedures. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc. Understanding of legislative framework governing the Public Services.
**DUTIES**: Implement the post establishment in accordance with the College’s HR policies and strategies. Capture new employees on the TVETMIS, MSS Coltech system etc. Match and align employees on the establishment in accordance with the approved structure of the College. Draw PERSAL Establishment for auditing. Create PERSAL codes. Create Posts on Establishment. Ensure reliable and accurate post class code and rank codes match. Ensure posts are reserved correctly. Keep stats of vacancies as per Establishment. Maintain employees’ information according to the determined norms and standards. Monitor the 63% threshold in terms Compensation of Employees budget and ensure the College complies with the 63% threshold. Provide monthly establishment reports to the relevant units and stakeholders.

**ENQUIRIES**: Mr NE Mkhize Tel No: 031 492 4363

**POST 24/44**: **BURSARY CLERK REF NO: HRM 84/2022**

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Elangeni TVET College, Central Office

**REQUIREMENTS**: Grade 12 or relevant qualification. 1-2 years Education/Teaching and Learning Environment or related field. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PFR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.)

**DUTIES**: Assist with the coordination of bursary application processes. Assist with Coordinating and monitoring of financial aid processes. Assist with analyzing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.

**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363

**POST 24/45**: **EXAMINATION CLERK REF NO: HRM 85/2022**

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Elangeni TVET College, Mpumalanga Campus

**REQUIREMENTS**: Grade 12. A recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification will be an added advantage. 1-2 years’ in the Teaching and Learning environment/ examination related field. Knowledge of White Paper on PSET. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development.

**DUTIES**: Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Assist to process application and issuing of certificates services. Render administration support for the examination unit.

**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363

**POST 24/46**: **RECEPTIONIST REF NO: HRM 86/2022**

**SALARY**: R147 459 per annum (Level 04)

**CENTRE**: Elangeni TVET College, Inanda

**REQUIREMENTS**: NQF Level 4 or 5 (Grade 12 certificate or equivalent) Minimum of 1 year experience. Must be computer literacy. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures.

**DUTIES**: Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as a fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitors register at reception.

**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363
**POST 24/47**: DRIVER (X7 POSTS)

**SALARY**: R147 459 per annum (Level 04)

**CENTRE**: Elangeni TVET College:
- Mpumalanga Ref No: HRM 87/2022
- Ntuzuma Ref No: HRM 88/2022
- KwaDabeka Ref No: HRM 89/2022
- KwaMashu Ref No: HRM 90/2022
- Inanda Ref No: HRM 91/2022
- Qadi Ref No: HRM 92/2022
- Ndwedwe Ref No: HRM 93/2022


**DUTIES**: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/massager service in the relevant office. This would, inter alia, entail the following: Assist in the registry, copy and fax document, collect and deliver documentation and related items in the department.

**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363

**POST 24/48**: HANDYMAN (X2 POSTS)

**SALARY**: R124 434 per annum (Level 03)

**CENTRE**: Elangeni TVET College, Central Office
- Corporate Services Ref No: HRM 94/2022
- Corporate Services Ref No: HRM 95/2022


**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363

**POST 24/49**: PHOTOCOPY OPERATOR REF NO: HRM 96/2022

**SALARY**: R104 073 per annum (Level 02)

**CENTRE**: Elangeni TVET College, Central Office


**ENQUIRIES**: Mr NE Mkhize Tel No: 031 4924363
APPLICATIONS : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: CCrecruitment@dha.gov.za

CLOSING DATE : 15 July 2022

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

MANAGEMENT ECHELON

POST 24/50 : DIRECTOR: INVESTIGATION REF NO: HRMC 43/22/1
Brach: Counter Corruption and Security Services
Chief Directorate: Investigations

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

CENTRE : Head Office, Pretoria


**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective investigative operations relating to fraud, corruption and syndicate cases involving Department’s officials. Manage and scrutinize information received pertaining to fraud and corruption. Manage and monitor processes related to investigation to fraud and corruption. Manage and investigate fraud and corruption perpetrated by officials/syndicates within the Department. Investigate, verify and analyse fraud and corruption in line with investigation methodologies. Oversee and monitor the registration of DHA cases with law enforcement agencies. Manage, develop and interpret statistical information on investigations and open cases bottlenecks, volumes and trends. Ensure the timeous conducting of follow ups and provision of feedback to all stakeholders. Oversee the development and maintenance of the intelligence management system in the Branch. Testify in disciplinary and criminal proceedings as and when required. Identify investigation focuses, through profiling of officials, offices, individuals and syndicates. Manage and monitor the turn-around times of all investigation cases. Facilitate the recovery of losses on behalf of the Department by instituting criminal, civil or administrative recovery actions with relevant stakeholders. Provide strategic advice and guidance on fraud and corruption counter measures and best practice aspects. Oversee the effective Implementation of investigation progresses and procedures. Provide technical expertise and ensure the implementation of innovation initiatives. Manage and analyse allegations and findings of investigation cases. Analyse allegations to ensure proper allocation within the mandate of the Branch. Oversee the investigation of cases. Monitor and report on progress of projects and cases registered with law enforcement agencies. Prepare reports to executive management of all projects and cases registered with law enforcement agencies. Ensure the pro-active identification of suspicious activities and individuals with a view to conduct investigations. Provide advice and support to investigators in certain high profile investigations. Provide support to various mandated stakeholders on fraud and corruption related projects. Manage the development of investigations strategies or measures to mitigate trends and risks. Support the development of preventative strategies to combat fraud and corruption within the Department. Quality assure all investigation reports. Compile management reports on status of investigations, findings and recommendations. Manage and report on collaborations with law enforcement agencies. Oversee the registration of projects and cases with law enforcement agencies, including digital forensic related matters. Support prosecution efforts of DHA cases. Provide guidance to DHA Investigators on the implementation of and reporting on projects and investigation files. Provide technical expertise on fraud and corruption matters to external stakeholders. Facilitate training to law enforcement agencies to ensure successful prosecution of DHA cases. Provide feedback on cases referred for recovery of losses by the Department. Build and maintain relationships with stakeholders. Ensure business transformation and partnerships with various stakeholders. Collaborate with law enforcement agencies on DHA fraud and corruption cases. Liaise with internal and external stakeholders on matters related to investigations. Benchmark with various institutions and oversee implementation of best practices. Coordinate, review and streamline all processes to ensure accuracy and efficiency. Manage physical, human and financial resources. Develop the operational plan for the Directorate and ensure effective implementation, prioritization and resource planning. Ensure that the preparations of the budget are in line with strategic plans and Department’s objectives. Ensure proper implementation of the
budget by monitoring, projecting and reporting on expenditure. Coordinate Memorandum of Understanding, Service Level Agreements and expenditure reviews. Enhance and maintain employee motivation and cultivate a culture of performance management. Agree on the training and development needs of the Directorate and ensure that these are acted on. Ensure appropriate technical knowledge, capabilities and skills sharing with the Directorate. Manage the implementation of the Employment Equity Plan within the Directorate. Manage grievances, discipline and terminations within the Unit in accordance with Departmental policies and prescripts. Ensure compliance with all Departmental directives on resource management. Ensure good governance and compliance. Develop and implement governance processes, frameworks and procedures within the Directorate. Represent the Directorate at management and other government. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures within the Directorate.

ENQUIRIES

Mr A Molatilhegi Tel No: (012) 406 2845
ANNEXURE G

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE : 15 July 2022

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV’s that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

MANAGEMENT ECHELON

POST 24/51 : DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT

SALARY : R1 073 187 per annum (Level 13)

CENTRE : National Office (Pretoria)

REQUIREMENTS : An appropriate recognised Bachelor Degree or equivalent qualification at NQF Level 7 in Supply Chain Management, Logistics, Public Procurement Management coupled with (five) 5 years’ relevant experience at Middle Management services level or equivalent level is required. A valid driver’s license. Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPPFA, Treasury Regulations, GIAMA and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Skills and Competencies: Good interpersonal and communication skills as well as
advanced computer skills. The ability to manage staff and draft relevant policies and/or reports as required. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated.

**DUTIES:**

- Manage the monitoring and evaluation of compliance to the internal and external policies, systems and processes within SCM Unit; Monitoring conducted and reported quarterly. Systems to monitor and evaluate implementation and compliance to Supply Chain and processes designed and maintained. Evaluations conducted and reported annually. Ensure that systems for the effective and efficient functioning of the component are developed and maintained. Ensure that budget is completed and submitted by stipulated due dates. Ensure that Annual and operational plans related to the unit are developed and submitted. Ensure that inputs to the Departmental Financial Statements and Annual Reports are provided. Non-compliance escalated to the CFO.
- Manage the demand support services; Design and develop demand management policies and processes. Perform strategic and annual supply chain demand management planning. Monitor and review the demand management activities such as procurement management plan, ensuring whether specifications should contain any special conditions, ensure that tender specification is compiled as required. Inform guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish requests for proposals where required. Manage acquisition for goods and services; Manage, design and develop acquisition management policies and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Manage and ensure setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and oversee all the bidding process. Manage Departmental Contracts; Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. (c). Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage supply and logistics services; Design and develop logistics management policies and procedures. Perform strategic and annual supply chain logistics management planning. Monitor and review logistic management. Ensure the processing of requisitions for goods and services. Ensure placement of orders for goods and services. Ensure safekeeping and distribution of goods. Ensure that stock control is done. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics management practices. Manage procurement risks and performance. Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM system interventions. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier performance management. Manage the safeguarding of SCM information. Design and develop risk and performance management policies and procedures, perform strategic and annual risk and performance management planning. Manage lease and Assets including Disposal Management; Design and develop asset management systems, policies, perform strategic and annual physical asset management planning. Establish the asset management plan of the department. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers and maintenance of assets. Ensure maintenance of the asset register. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management.
ENQUIRIES : Mr S Baloyi Tel No: 012 399 0000
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape Street, Pretoria, Arcadia.

OTHER POSTS

POST 24/52 : ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: Q9/2022/48
SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria National Office
DUTIES : Develop detailed project plan: Define and review the project scope and objectives. Manage changes to the project scope project schedule and project costs. Manage and coordinate project governance. Coordinate internal and external project resource. Ensure project documents are in order for execution. Manage project deliverables: Track and measure project performance using appropriate tools and techniques. Analyze and review project deliverable for confirmation, acceptance and sign-off. Report project progress and performance to management. Ensure that all projects are delivered on time, within scope and within budget. Ensure project is successfully implemented and closed. Manage stakeholders and service providers: establish and maintain relationship with third parties / vendors. Manage contracts and SLA on behalf of IPID. Organize and lead project meeting with relevant stakeholders/ vendors. Perform risk management: Ensure project risks and issues are managed. Ensure mitigation of risks are implements and reported.
ENQUIRIES : Mr T Tsotetsi Tel No: 012 399 0000
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.

POST 24/53 : ASSISTANT DIRECTOR: SOFTWARE DEVELOPER REF NO: Q9/2022/49
SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria National Office
knowledge of programming language, basic project management principles and methodologies; knowledge of system maintenance in line with predetermined processes and procedures.

**DUTIES**

Application and Implementation: publish approved projects to the web application for processing and implementation. Configure applications in alignment with technical and business requirements. Implement standard technical functionality in collaboration with technology and in compliance with user specifications. Client Engagement on Business Processes: engage and partner internal stakeholders to model business requirements around processes, information flows and data structures. Coordinate operational requirements to improve information systems, and data management processes and procedures. Engage stakeholders and provide advice pertaining to challenges within business units. Provide advice to stakeholders on services offering’s. Development of Operational Standards: Document new and existing applications in line with prescribed standards. Develop and customize reports based on business requirements of production technologies. Develop user and training manuals for implementation. Programming and Software Configuration: Interpret specifications for the development of applications based on prescribed business requirements. Develop and design solutions for an applied standardized specifications process. Assist with the initiate on planning and designs in the conducting of tests based on approved standards. Conduct reviews of supplied specifications. Systems Testing and End-user support: Interpret test plans against methods and standards. Document test failures and successes against pre-determined criteria. Perform test on application against business requirements and authenticate test results. Document challenges impeding progress pertaining diagnostic information for error resolution and incident analysis. Identify and diagnose problems and advice on possible solutions.

**ENQUIRIES**

Mr. T Tsotetsi Tel No: 012 399 0000

**APPLICATIONS**

Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.

**POST 24/54**

ASSISTANT DIRECTOR: DATABASE ADMINISTRATOR REF NO: Q9/2022/50

**SALARY**

R382 245 per annum (Level 09)

**CENTRE**

Pretoria National Office

**REQUIREMENTS**

Degree or Higher National Diploma in Information Technology is required, 2-3 years’ experience as a system administrator or related field; A relevant Microsoft Certifications for ICT Infrastructure applications will be an added advantage. Skills and Competencies, Client Service Orientation, Commitment to Learning, Concern for Quality and Order, Effective Communication, Emotional Intelligence, Information Sharing, Integrity/ Honesty, Problem Solving and Analysis, Team Participation, Concern for Quality and Order, Effective Communication, Emotional Intelligence, Problem Solving and Analysis, Systems Thinking, Team Participation, Computer Literacy, Database management, Security Management. Knowledge Requirements, Knowledge of the following Microsoft Applications: AD, Exchange, F&P Services. MS Server OS, SQL, SCOMS, SCCM, Desktop OS, communications solutions, security components; Proven experience administering databases and database applications.

**DUTIES**


**ENQUIRIES**

Mr T Tsotetsi Tel No: 012 399 0000
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X941 Pretoria, 0001 or hand deliver to 473 Stanza Bopape Street, Benstra Building, Arcadia, Pretoria.
ANNEXURE H

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist JICS in achieving its Employment Equity targets in terms of the JICS’s Employment Equity Plan.

APPLICATIONS: The Judicial Inspectorate for Correctional Services (JICS), Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

CLOSING DATE: 18 July 2022

NOTE: The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver’s License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates and other suitability checks. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted when requested. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994.

OTHER POSTS

POST 24/55: ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: JI 87/2022
Office of the Chief Executive Officer: JICS

SALARY: R382 245 per annum

CENTRE: Pretoria


**DUTIES**

Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for JICS. Assist with the review or development of relevant departmental policies of JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the annual performance/business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of JICS performance outcomes and reviews.

**ENQUIRIES**

Ms P. Luphuwana, Ms S Suliman Tel No: 021 421 1012

**POST 24/56**

**VISITORS COMMITTEE COORDINATOR** - VCCO REF NO: JI 88/2022

Directorate: Management Regions

**SALARY**

R261 372 per annum (Level 07)

**CENTRE**

Durban

**REQUIREMENTS**

Applicants must have a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. A 3-year Degree/National Diploma in Office Management or recognised relevant qualification on NQF 6 with equivalent qualification; a minimum of 3-5 years clerical experience within a justice cluster environment; and 2 years supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willing to work extra hours; Problem-solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.

**DUTIES**

The successful candidate will be responsible to supervise the work of Independent Correctional Centre Visitors (ICCVs) and provide support. Attend Visitors Committee/Stakeholders meetings. Conduct performance audits/assessments; arrange inductions/training and attend to disciplinary matters related to ICCVs. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meetings on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).

**ENQUIRIES**

Mr S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900
ANNEXURE I

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 18 July 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, 1996 (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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 24/57 : DIRECTOR: ICT GOVERNANCE AND SERVICE DELIVERY
MANAGEMENT REF NO: 22/143/ISM

SALARY : R1 073 187 – R1 264 176 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government; 5 years’ experience at middle/ senior management level in respect of ICT governance and ICT service delivery management; Knowledge of corporate governance of ICT, ICT policy development, ICT risks, ICT audits, ICT service delivery, ICT project governance and ICT compliance monitoring; Knowledge of Public Service Regulations and Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; and Honesty and integrity.

DUTIES : Key Performance Areas: Manage the establishment and monitoring of ICT service portfolios; Manage the establishment and monitoring of compliance to ICT governance frameworks, policies and procedures; Manage ICT risks and audits; Manage the monitoring and evaluation of Regional ICT compliance and implementation plans; Provide effective people and financial resources management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 357 8591 or Tel No: (012) 315 1090

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

NOTE : Preference will be given to women and people with disability.
POST 24/58 : DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: 22/140/ISM (X2 POSTS)

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology; An understanding of the Public Service Sector and application of legislation, policies and regulation; A minimum of 3 years’ experience as a Business Analyst of which 2 years should be on managerial (Assistant Director) level; Knowledge and understanding of System Analysis, Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies); Knowledge and understanding of Corporate Governance of ICT Policy Framework, Public Service Regulations and Public Finance Management Act. Skills and Competencies: Good communication (written and verbal) skills.; Applied strategic thinking; Budget and financial management; Leadership and strategic capabilities; Diversity management; Project Management skills; Good interpersonal relations and problem solving; Planning and organizing; Ability to work in a team; Ability to work overtime.

DUTIES : Key Performance Areas: Conduct the analysis and optimization of business process for ICT solutions; Coordinate the design of ICT solutions; Coordinate the development of ICT solutions; Manage human-finances and other resources.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

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 Street, Pretoria.

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

POST 24/59 : PROJECT MANAGER: ICT PROGRAMME AND PROJECT MANAGEMENT REF NO: 22/141/ISM (X3 POSTS)

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology or equivalent qualification; A minimum of 3 years’ experience in Project Management of which 3 years should be on managerial (Assistant Director) level; Knowledge and understanding of Public Service Regulations and Public Finance Management Act; Knowledge of ICT Strategic Planning, ICT Business Value Matrics, Information and System Management; Knowledge of Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies) PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus responsiveness; Problem solving; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making.

DUTIES : Key Performance Areas: Manage the overall planning, execution, monitoring, controlling and closing of ICT business application projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure; Manage administrative support for ICT project management; Provide effective people and financial management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 357 1090

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.
POST 24/60: DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: 22/146/CFO

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A Degree/ National Diploma at (NQF level 6) as recognized by SAQA in Commerce/ Business Economics/ Supply Chain Management/ Logistics Management/ Purchasing Management or equivalent qualification; A minimum of 3 years’ experience in Supply Chain Management within the public sector of which 3 years should be in managerial (Assistant Director level); Knowledge of Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations; Knowledge of procurement and the broader public Supply Chain Management (SCM) legislative and regulatory environment. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management; Research and analytical skills; Enterprise Supplier Development; Leadership and strategic capabilities; Policy analysis and development; Good communication skills (verbal and written); Accuracy and attention to details; Interpersonal skills; Problem solving skills.

DUTIES: Key Performance Areas: Manage the functional operation of the strategic sourcing and supplier management in the Sub-directorate; Manage stakeholder relationship and engagement; Collate and coordinate the inputs for the design and development of strategic sourcing and supplier performance strategies for products and services; Monitor and evaluate systems for strategic sourcing; Manage repository for sourcing and supplier management systems; Provide effective people management.

ENQUIRIES: Mr. J. Maluleke Tel No: (012) 315 1090

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.

POST 24/61: ASSISTANT DIRECTOR: DISTRICT COURT EFFICIENCY REF NO: 22/136/CS

SALARY: R382 245 - R450 255 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/Public Management/Business Administration; A minimum of 3 years’ experience in a relevant field and at supervisory level; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, 1994 (Act 103 of 1994), the Public Service Regulations, 2001, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applying technology; Budget and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problem solving and decision making; Project management; Team leadership.

DUTIES: Key Performance Areas: Implement policies and strategies to support systems and processes in the Directorate; Administer and provide support on the implementation of off-site storage, statutory appointment and transcriptions services; Facilitate the provision of procurement of goods & services and financial administration in the sub-directorate projects; Provide effective people management.

ENQUIRIES: Mr. M. Mokoena Tel No: (012) 744 2026

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

NOTE: People with disabilities are encouraged to apply.
Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at 330 Grosvenor Street, Hatfield, Pretoria, 0001 (please quote the relevant post and reference number). Emailed applications will not be accepted.

FOR ATTENTION: Human Resource Admin & Recruitment

CLOSING DATE: 15 July 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), a relationship 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 POST

POST 24/62 : SENIOR ADMINISTRATIVE OFFICER REF NO: 024/2022
CD: Economy and Infrastructure

SALARY : R321 543 per annum (Level 08), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year tertiary qualification (NQF 6) in the area of Public Administration, Public Management, Human Resource Management or equivalent with a minimum of 4 years relevant experience of which 2 years must be supervisory experience. The position will suit a motivated, organised and solutions-oriented person with good logistical skills, who is able to work with limited supervision and produce good quality work. He / She should possess the following knowledge & skills: good written and verbal communication skills, good analytical and problem-solving skills, good interpersonal relations, planning and execution skills, ability to accept responsibility, flexible, reliable, be experienced in using MS Word, PowerPoint and Excel and must have a working understanding of project management principles and tools. Knowledge of government prescripts, policies, practices, and programmes is a requirement.

DUTIES : The successful candidate will render effective administrative support to the Chief Directorate, which include, Financial and Procurement as well as Human resource support in the unit, drafting of correspondence (submissions, letters and reports) as required by the unit. Support the implementation of APP targets for the Economy unit. Provide inputs in the updating of enabling prescripts, policies and procedures. Supervising of general administrative support within the Unit.

ENQUIRIES : Mr M Lehong Tel No: 012 312 0540
The Department of Public Works and Infrastructure

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, 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.

NOTE: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding 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 not 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.

ERRATUM: Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 21 and 22 dated 10 June 2022 and 17 June (1) Photocopier Operator: Registry Ref no: 2022/208, Centre: Cape Town Regional Office (2) Deputy Director: Human Resources Management Ref No: 2022/211. Centre: Port Elizabeth Regional Office. (3) Process Controller: Wastewater Treatment Plant Operator Ref no: 2022/223, centre: Kimberly Regional Office (4) Cleaner: Facilities Ref no: 2022/, Centre: Nelspruit Regional office, was advertised without a reference, all of the above mentioned positions have been withdrawn.
OTHER POSTS

POST 24/63 : DEPUTY DIRECTOR: PROPERTY DISPOSAL REF NO: 2022/226

SALARY : R882 042 per annum, (all inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

CENTRE : Pretoria Regional Office


DUTIES : Manage the disposal process of fixed assets. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Manage the prioritization of assets to be disposed of. Develop and implement strategies to guide the disposal of State immovable properties. Establish the ownership of properties to be disposed of. Ensure that no property disposal infringes on the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed of. Ensure compliance with Departmental policies on disposal. Manage financial processes on the disposal of fixed assets. Assist in the valuation of properties to be disposed of. Manage the compilation of budget inputs. Compile and present budget review reports on property disposals. Manage the recovery of State funds. Oversee and ensure timeous payments of consultants and related fees. Prepare and present quarterly projections to the Supply Chain Management. Attend to the resolution of audit queries. Manage the Property Disposal Section effectively. Prepare and present progress reports. Manage human resource-related processes. Assist in the tender administration of properties to be disposed of. Manage project contracts. Liaise and interact with stakeholders.

ENQUIRIES : Mr. N. Mathivha Tel No: (012) 310 5027

APPLICATIONS : Pretoria Regional 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 24/64 : SENIOR ADMINISTRATIVE OFFICER: UTILISATION & CONTRACTS ADMINISTRATION REF NO: 2022/227

SALARY : R321 543 per annum

CENTRE : Umtata Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Real Estate or Property Management, Public Administration, Public Management ,Commercial practice. Experience in property management and immovable assets register, Knowledge of Government procurement processes, contractual policies and procedures, Debtors’ Management. Knowledge of property-related legislation. Valid driver's license, Willingness to travel extensively and to work irregular hours, Negotiation skills Computer literacy.

DUTIES : Physically verification of state properties. Ensure the optimal utilization of State properties. Supervise, maintain and update the Property Management Information System and fixed asset register, Liaise with clients to determine their property requirements. Handle administration processes pertaining to property-related contracts and agreements. Investigate illegal or unlawful occupations of State property, Vesting, Debtors management, Supervise staff.

ENQUIRIES : Ms. N Malindi Tel No: (047) 502 7000

APPLICATIONS : Umtata Regional Office applications: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099.

FOR ATTENTION : Ms. N Mzalisi
POST 24/65 : CHIEF WORKS MANAGER: (MECHANICAL) REF NO: 2022/228

SALARY : R321 543 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQ Level 06) in Mechanical Engineering or equivalent qualifications with prove technical mechanical experience in the field or an appropriate N3 plus Trade Test. Applicable knowledge of the PFMA, OHS, National Building Standard. A driver’s license is a must. Willingness to travel. Computer literate. Ability to work under pressure. Project Management skills. Property and facilities management skills. Knowledge of procurement process and system. Good verbal and written communication skills.

DUTIES : Assist Control Works Manager with the management of mechanical projects. Attend to planned and unplanned maintenance requests from the clients. Compile scope of works, prepared estimates and technical reports. Inspect and report on leased buildings, optimum use of mechanical equipment and certification of Municipal accounts. Ensure that properties, buildings and machinery comply with OHS and Building Regulations. Prepare submissions, progress reports and verify invoices. Management of employees in the unit.

ENQUIRIES : Ms. M. Llali Tel No: 018 386 5379
APPLICATIONS : Mmabatho Regional Office applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho, 2735, or 810 Coner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.

POST 24/66 : SENIOR STATE ACCOUNTANT: PROJECT BUDGET ADMINISTRATION (UDM) REF NO: 2022/229

SALARY : R321 543 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance and appropriate relevant experience in finance, accounting and budgeting. Knowledge of infrastructure projects and Works Control System (WCS). Knowledge of budgeting, financial management, programme management (relevant to the built environment). Interpersonal, analytical, and problem solving skills and client relations management skills.

DUTIES : Provide administrative support to control, monitor and report on the Capital Works and Planned Maintenance budgets and other budgets. Compile authorisation documents and update the Works Control System (WCS). Determine availability of funds within the respective allocations. Assist in monitoring of the building implementation programmes for forced tender dates, cash flow projections and determine the status of final accounts of projects. Conduct administrative support functions according to the office work plan. Provide support with the compilation and submission of budget inputs. Liaise with Project Managers on budget related issues. Assist with compilation and submission of budget inputs to respective UDM (KAM) Managers. Assist with budget control and monitoring of allocated budget vs expenditure for capital works and planned maintenance and other budgets. Assist with the consolidation of monthly expenditure reports. Assist in the compilation and distribution of expenditure reports to client and other relevant stakeholders. Provide administrative support and support with regard to the audit process and resolution of audit queries by gathering information to resolve such.

ENQUIRIES : Ms P. Magana Tel No: (015) 291-6468
APPLICATIONS : Polokwane Regional Office applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr N.J. Khotsa

POST 24/67 : SENIOR STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2022/230

SALARY : R321 543 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting, Management Accounting or Finance related qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.
**DUTIES:** Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on PERSAL expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise subordinates, allocate duties and perform quality control on task assigned to subordinates.

**ENQUIRIES:**
Mr S Selomo Tel No: (012) 406 1338

**APPLICATIONS:**
Head Office applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

**FOR ATTENTION:**
Mrs NP Mudau

**POST 24/68:**
**ARTISAN FOREMAN GRADE A ELECTRICAL: WORKSHOP REF NO: 2022/231**

**SALARY:** R308 826 per annum, (OSD)

**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 N2 or higher with five (5) years relevant experience after Trade Test. 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. Knowledge of computers.

**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 Workshop Equipment and Tools of the trade.

**ENQUIRIES:** Messrs.: T. Mudau at 082 777 3368/ M. Gazi at 082 889 0792 / M. Stephens at 082 376 6005

**APPLICATIONS:** All Cape Town Regional Office applications: The Regional Manager, National Dept of Public Works, Private Bag x 9027, 8000.

**FOR ATTENTION:** Ms. C. Rossouw / Ms. E. Booysen

**POST 24/69:**
**ADMINISTRATION OFFICER: ACQUISITION – INFRASTRUCTURE REF NO: 2022/232 (X2 POSTS)**

**SALARY:** R261 372 per annum

**CENTRE:** Head Office (Pretoria)

**REQUIREMENTS:** A three year tertiary qualification (NQF Level 06) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Relevant working experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners. Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES:** Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing
relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions’ and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices’ inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department’s targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mr. B Lebetha/Mr. V Baliso Tel No: 012 406 1753/012 406 1540
APPLICATIONS : Head Office applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Mrs NP Mudau
POST 24/70 : ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2022/233

SALARY : R261 372 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management/ Built Environment and appropriate experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), Property related Act and Property laws and local regulations. A valid Driver’s License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.

DUTIES : Updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximization of property utilization and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government (s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administer duties as requested by the Property Manager.
APPLICATIONS: Pretoria Regional 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 24/71: ADMINISTRATIVE OFFICER ACQUISITIONS: LEASING REF NO: 2022/234

SALARY: R261 372 per annum

CENTRE: Umtata Regional Office

REQUIREMENTS: A three year tertiary qualification (NQF Level 6) in Property management/Real Estate/Property Law or equivalent qualification, plus appropriate experience in acquisitions of property or rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers’ license is a must have. Willingness to travel extensively.

DUTIES: Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES: Mr L. Ndabeni Tel No: (047) 502 7000

APPLICATIONS: Umtata Regional Office applications: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099.

FOR ATTENTION: Ms. N. Mzalisi

POST 24/72: WORKS MANAGER: BUILDINGS REF NO: 2022/235

SALARY: R211 713 per annum

CENTRE: Mmabatho Regional Office

REQUIREMENTS: A three year tertiary qualification (NQF Level 6) in Building or Construction Management or a related qualification accompanied by proven technical experience or A relevant N6 Certificate plus Trade Test completed Successfully accompanied by appropriate technical experience in the built environment. A valid driver’s licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, the National Building regulations, the Environmental Conservation Act as well as Government procurement systems. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good Communication (both written and verbal) skills.

DUTIES: Implement minor work as well as planned and unplanned maintenance requests from clients. Compile and prepare scopes of work, estimates and technical reports. Compile and negotiate service level agreements with contractors. Verify and certify invoices from contractors. Manage updating and maintenance of Asset Register. Comply With the OHSAct and the National Building Regulations. Compile monthly reports.

ENQUIRIES: Ms. M. Liali Tel No: (018) 386 5379

APPLICATIONS: Mmabatho Regional Office Applications: 810 Cnr. Dr Albert Luthuli Drive & Maisantwa Street, Unit 3- Mmabatho, 2735.

FOR ATTENTION: Mr. T Oagile

NOTE: People with disabilities are encouraged to apply

POST 24/73: ADMIN CLERK: GIS: IMMOVABLE ASSET REGISTER (PROJECT & DATA ADMIN) REF NO: 2022/236

SALARY: R176 310 per annum

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three-year tertiary qualification (NQF Level 6) in Information Technology, Science, Geography, Real Estate and Geographic Information Systems. Relevant experience in Immovable Asset Management, Geographic Information Systems (GIS) and State land Administration. Experience in
verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

**DUTIES**

General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Digitizing of building foot prints. Support field workers with physical verification queries. Capture and maintain buildings and land information in the database to ensure data integrity of the IAR is achieved. Assist the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immovable Asset Register projects. Monitor that all improvements on state property are appropriately identified and recorded in the IAR. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.

**ENQUIRIES**

Mr. M Chauke Tel No: (012) 406 1144

**APPLICATIONS**

Head Office applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

**FOR ATTENTION**

Mrs NP Mudau

**POST 24/74**

**CLEANER: FACILITIES REF NO: 2022/237**

(Re-Advert)

**SALARY**

R104 073 per annum

**CENTRE**

Nelspruit Regional Office:
Nelspruit (X1 Post)
Middleburg (X1 Post)
Caroline (X1 Post)
Amsterdam (X1 Post)

**REQUIREMENTS**

Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

**DUTIES**

Cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

**ENQUIRIES**

Ms. S Molepo Tel No: (013) 753 6396

**APPLICATIONS**

Nelspruit Regional applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION**

Mr E Nguyuza
ANNEXURE L

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

APPLICATIONS: All applications must be submitted online on the following link: www.statssa.gov.za/recruitment

CLOSING DATE: 15 July 2022

NOTE: Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications, ID and driver’s licence (where applicable) must be uploaded on the system. Such 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 the interview following communication from HR. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 24/75: CHIEF DIRECTOR: SURVEY MONITORING AND EVALUATION

REF NO: 01/07/22HO

SALARY: R1 269 951 per annum (Level 14), (all-inclusive remuneration package)

CENTRE: Head Office: Pretoria

REQUIREMENTS: A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Demography, Population Studies, Mathematics, Social Sciences (with Statistics/ Mathematics as a subject). At least 6 years relevant experience of which 5 years must be at senior managerial level, Training in monitoring and evaluation, Project Management, Management courses or related field is essential. Extensive knowledge of survey methodology. Experience in conducting censuses and surveys. Monitoring and evaluation of surveys and censuses. Extensive experience in facilitation and/or development and/or management of strategy monitoring systems, financial and administrative management, performance and administrative management. A valid driver's license. Good facilitation, report writing, leadership and analytical, communication, strategic thinking and conflict resolution skills. Assertive and innovative thinker, team player. Knowledge of MS Office. A valid driver's license. Ability to communicate at all levels, manage personnel and other resources. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES: Lead in the development of strategic and operational plans, policies and procedures for the Chief Directorate. Oversee the development of monitoring and evaluation strategies and plans for economic, population and social statistics including the
census. Provide strategical leadership in the design and development of monitoring and evaluation systems, tools and indicators for surveys in economic, population and social statistics including the census. Manage research, conceptualisation and design of monitoring and evaluation studies. Provide leadership in the management of field operations, processing, analysis and reporting. Provide leadership in the management of the Chief Directorate, staff and other resources. Evaluate and review statistical products.

ENQUIRIES : Ms M Mantwa Tel No: 012 310 4889
POST 24/76 : CHIEF METHODOLOGIST REF NO: 02/07/22HO
SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An Honour's degree in Statistics/ Economics/ Econometrics/ Mathematics or related field of study. Advanced training in SAS, Project Management experience. At least 6 years relevant experience in a research institution or statistical agency, of which 5 years must be on middle management level with experience in managing and supervising a team. Research skills as well skills to implement operational theoretical solutions to researched problems. Knowledge of statistical, economic and social processes. Broad knowledge of Government policies and initiatives and how they relate to statistics. Knowledge of MS Office Suite. A valid driver's license. Good communication, numeracy, problem solving, interpersonal, analysis and interpretation of specialist data skills. An innovative thinker who is assertive, self-organised, self-motivated, independent and analytically oriented. Ability to plan work, meet timelines and pay attention to detail. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

ENQUIRIES : Ms S Twala Tel No: 012 310 8326
POST 24/77 : CHIEF SYSTEMS DEVELOPER REF NO: 03/07/22HO
SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office: Pretoria
REQUIREMENTS : A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Systems/ IT/ Computer Science/ Computer Engineering. Training in COBIT/ITIL frameworks, Architecture Frameworks, Project Management, Object Oriented Programming, Web services and service wrapping, Relational database design and SCRUM. At least seven years working experience in a systems development and implementation of which five (5) years of experience must be at a middle management level. A thorough understanding of the SDLC process, tools and techniques applicable to software development methodology such as SCRUM and Extreme programming. High level understanding of operating systems and IT infrastructure architecture. Solid experience in application release management and version control. Proven experience of systems development in a windows, web and mobile environment. Strong demonstrable programming skills in Microsoft development frameworks and technologies such as .NET, .NET Core, ASP.Net, C# and Entity Framework. Extensive experience in web development such as HTML5, XML, JSON, SOAP and Rest web services, JavaScript technology (jQuery, angular, react.js). Experience in relational database design and database programming, stored procedures, triggers, ETL and SSIS. Extensive experience in object oriented programming. Advanced database query tuning and performance optimisation skills. Technical project management and report writing experience. Experience in development of procedures and policies. Experience in doing cost-benefit analysis. Extensive knowledge of applications and systems software development, technology trends and development, technology architecture, web infrastructure, ICT security, Project Management. Extensive knowledge of database design.
Knowledge of applicable ICT practices and acts. Understanding of government policies. A valid driver’s license. Communication, interpersonal, presentation, analytical, problem solving, leadership and project management and technical documentation skills. Ability to pay attention to detail, make high impact decisions, conduct research into database issues, standards and products as required. Ability to effectively prioritise and execute tasks in a high-pressure environment. A hardworking person who is highly self-motivated and driven, persistent, innovative, dedicated, resourceful and innovative. Ability to work under pressure in order to meet deadlines. Willingness to travel.

**DUTIES**

- Develop and implement strategies, frameworks, policies, procedures, guidelines and standards. Conceptualise technical design solutions and provide technical advice. Develop complex test and implement reusable components and version control. Manage staff and oversee the development of solutions according to time, cost and quality requirements. Participate with vendors in the assessment of advanced ICT solutions. Monitor and maintain systems capacity and performance. Oversees systems maintenance and support.

**ENQUIRIES**

Ms S Twala Tel No: 012 310 8326

**POST 24/78**

CHIEF DATABASE AND APPLICATION SERVER ADMINISTRATOR REF NO: 04/07/22HO

**SALARY**

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

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

- A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Systems/ IT/ Computer Science. DBA Certification. Training in Relational Database management and optimisation, Application Server Management and Optimisation, Project Management, Software/ Product Specific Training. At least nine years working experience in a database administration environment of which five (5) years of experience must be at a middle management level. Proven experience with SAS database administration will be an added advantage. Working technical experience with designing, building, installing, configuring and supporting database and application servers. Hands-on database tuning and troubleshooting experience. Strong working knowledge of relational database. Proven knowledge of systems development life cycle methodologies. Extensive knowledge of database security. Extensive application support experience. General knowledge of storage technologies and server security. Business process and reengineering knowledge, as well as understanding of the relationship between processes and policies. Experience with data processing flowcharting techniques. Strong understanding of database structures, theories, principles and practices. Knowledge of Technology Architecture, Web Infrastructure, IT Security, Project Management, Applications and systems software, technology trends and development, applicable data privacy practices and laws. Knowledge of MS Office Suite. A valid driver’s license. Communication, interpersonal, presentation, analytical, problem solving, leadership and project management and technical documentation skills. Ability to pay attention to detail, make high impact decisions, conduct research into database issues, standards and products as required. Ability to effectively prioritise and execute tasks in a high-pressure environment. A hardworking person who is highly self-motivated and driven, persistent, innovative, dedicated, resourceful and innovative. Ability to work under pressure in order to meet deadlines. Willingness to travel.

**DUTIES**

- Provide leadership in policy development, interpretation of functions and strategy. Conceptualise advanced technical solutions to complicated business problems and manage the execution of research into new technology and solutions. Manage the installation, administration and optimisation of database servers and application servers and related components. Manage the design, development, implementation, monitoring, maintenance and performance of databases. Manage end-user database access control levels. Interact with stakeholders. Manage staff.

**ENQUIRIES**

Ms S Twala Tel No: 012 310 8326

**POST 24/79**

DIRECTOR: STATISTICAL SUPPORT AND CORDINATION REF NO: 05/07/22GP

**SALARY**

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

**CENTRE**

Gauteng Provincial Office, Randburg
REQUIREMENTS: A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data analysis, map reading and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver’s license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES: Assess, monitor, and meet statistical information needs of users. Undertake and oversee advocacy for Stats SA and the use of statistics in the province. Facilitate, address and implement the SANSS activities in the province. Provide information technology technical support. Coordination of district offices relating to administration. Manage and oversee programme office requirements and reporting.

ENQUIRIES: Ms S Twala Tel No: 012 310 8326

POST 24/80: DIRECTOR: SECURITY MANAGEMENT REF NO: 06/07/22HO

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

CENTRE: Head Office: Pretoria


ENQUIRIES: Ms S Twala Tel No: 012 310 8326

OTHER POSTS

POST 24/81: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 07/07/22HO

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: A three-year tertiary qualification (NQF 7 SAQA recognised) in Auditing, Finance or related field. CIA (Certified Internal Auditor), completed articles, CCSA (Certification in Control Self-Assessment), CFSA (Certified Financial Systems Auditor) CGAP (Certified Government Auditing Professional) or CISA (Certified Information Systems Auditor). A minimum of five (5) years’ experience in Auditing, Finance, Risk Management, Corporate Governance or other related fields. A minimum of two (2) years specific experience in a specialized audit field of Performance Auditing. Knowledge of relevant Acts, Legislation and Regulations. A high level of computer skills Knowledge of government systems (BAS, PERSAL, etc). Honesty and integrity, independence and good judgement. Good presentation, interviewing, client and interpersonal relationship skills. Exceptional analytical and decision-making skills. Diversity awareness. Ability to pay attention to detail. Deadline driven and willingness to work under pressure and travel when required.

DUTIES: Manage the internal audit sub directorate. Develop strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance.
to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/82 : PRINCIPAL DATABASE AND APPLICATION SERVER ADMINISTRATOR
REF NO: 08/07/22HO

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in IT or related field and DBA certification. Training in Relational database management and optimization, Application server management and optimization, project management and software/product specific training is essential. At least five years working experience in database administration. Working technical experience with designing, building, installing, configuring and supporting database and application servers. Experience in database tuning, troubleshooting, data processing flowcharting techniques, server performance tuning, monitoring tools and application support. Working knowledge of relational databases, database scripts, storage technologies, server security, business process and reengineering, systems development life cycle methodologies and database security. Knowledge of technology architecture, web infrastructure, IT security, project management, database design and management, technology trends and development, applicable data privacy practices and laws. Good communication, time management, customer service orientation, interpersonal, leadership, research, project management, presentation, analytical, decision making and problem solving skills. Ability to work under pressure, on standby and long hours to meet deadlines. A hard-worker who is persistent, highly self-motivated and driven, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Ability to pay attention to detail. Willingness to travel.

DUTIES : Develop relevant policies, procedures, guidelines, standards and project plans. Conduct research into new techniques, technology and solutions. Install and ensure administration and optimization of database servers, application servers and related components. Ensure the designing, development, implementation, monitoring, maintenance and performance tune databases. Establish and maintain appropriate end user database access control levels. Interact with stakeholders. Define and perform database backups, recovery and archiving according to plans. Providing assistance, guidance, and coaching support as needed.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/83 : PRINCIPAL SYSTEMS ANALYST REF NO: 09/07/22HO (X3 POSTS)

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in IT or related field. Business analysis, problem analysis. Systems and data architecture and solutions design. Data modelling. Database design. Project management. 5 years programming experience in client/server application development including relational database design of which 3 years must in in systems analysis and design including relational database design. Systems Development Life Cycle methodology experience. Extensive knowledge in Agile software development methodologies. Experience in development of process and standards. Experience in project management. Knowledge of systems and data architecture, design artefacts, advance database design and data modelling, programming, product testing. Added advantage knowledge of the way in which organisation process work. Logical approach to problem solving, communications, commitment, dedication, reliable, innovative, self-motivated, time management, analytical, project management, presentation skills, good decision making, conflict resolution and facilitation skills. Ability to learn quickly, work independently and to work in a team. Ability to work under pressure. Willingness to work overtime and long hours to meet deadlines. Willingness to travel to attend training, presentation, and meeting as part of his or her duties.

training of users. Ensure testing of integrated applications. Facilitate Production and implementation of applications. Ensure provision of user support. Supervise staff and management Systems Project.

ENQUIRIES
Ms L Dooka Tel No: 012 336 0161

POST 24/84
PRINCIPAL SYSTEMS DEVELOPER REF NO: 10/07/22HO

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

CENTRE
Head Office: Pretoria

REQUIREMENTS
A three-year tertiary qualification in IT or related field. At least five years’ as an Application Developer with a focus on SAS programming and data analytics. Business intelligence and/or data management experience. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in SDLC and/or Agile Methodologies. Base SAS programming experience, including SAS macros. SAS BI tools experience. SAS Certification will be an added advantage. Knowledge of MS Office Suite. A valid driver's license. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. Ability to work under pressure and long hours to meet deadlines. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Willingness to travel.

DUTIES
Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run complex extract procedures on databases and existing applications to provide to users. Participate in design of complex high quality applications and relational database. Develop and test complex applications. Develop complex user manuals and training of users. Undertake the review and quality control of developed applications. Provide user support and technical consulting support on projects. Supervise staff.

ENQUIRIES
Ms L Dooka Tel No: 012 336 0161

POST 24/85
PRINCIPAL SYSTEMS DEVELOPER REF NO: 11/07/22HO (X2 POSTS)

SALARY
R744 255 per annum (Level 12), (all-inclusive remuneration package)

CENTRE
Head Office: Pretoria

REQUIREMENTS
A three-year tertiary qualification in IT or related field. At least five years’ experience in programming. Relevant working experience with HTML5/XHTML PHP, ASP.Net, MVC, CSS3/Bootstrap, JavaScript/jQuery, Angular/AngularJS and Mobile Development. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in SDLC and/or Agile Methodologies. Advanced knowledge of Object-Oriented Programming. Experience in content management systems, will be an advantage. Knowledge of Linux Administration and troubleshooting will be an advantage. Experience in mobile platform development, will be an advantage. A valid driver’s license. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. Ability to work under pressure and long hours to meet deadlines. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Willingness to travel.

DUTIES
Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run complex extract procedures on databases and existing applications to provide to users. Participate in design of complex high quality applications and relational database. Develop and test complex applications. Develop complex user manuals and training of users. Undertake the review and quality control of developed applications. Provide user support and technical consulting support on projects. Supervise staff.

ENQUIRIES
Ms L Dooka Tel No: 012 336 0161

POST 24/86
SYSTEMS DEVELOPER REF NO: 12/07/22HO (X4 POSTS)

SALARY
R382 245 per annum (Level 09)

CENTRE
Head Office: Pretoria

REQUIREMENTS
A three-year tertiary qualification in IT or related field. At least three years’ experience in programming. Relevant working experience with HTML5/XHTML...
PHP, ASP.Net, MVC, CSS3/Bootstrap, JavaScript/jQuery and Angular/AngularJS, Mobile Development. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in content management systems troubleshooting will be an added advantage. Knowledge of Linux Administration and troubleshooting will be an added advantage. Experience in mobile platform development will be an added advantage. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Ability to work under pressure and long hours to meet deadlines. Ability to work on multiple projects simultaneously. Willingness to travel.

**DUTIES**
- Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run extract procedures on databases and existing applications to provide to users. Participate in the technical design session of applications and relational database. Develop and test application. Develop user manuals and training of users. Provide user support and maintenance of existing projects.

**ENQUIRIES**
- Ms L Dooka Tel No: 012 336 0161

**POST 24/87**
- DATABASE AND APPLICATION SERVER ADMINISTRATOR REF NO: 13/07/22HO

**SALARY**
- R382 245 per annum (Level 09)

**CENTRE**
- Head Office: Pretoria

**REQUIREMENTS**

**DUTIES**
- Administer and optimize database server, application servers and related components. Design, develop implement, monitor maintain and performance time database. Maintain appropriate end-user database access control levels. Provide technical support and resolve issues/problem. Conduct research into latest technology and trends.

**ENQUIRIES**
- Ms L Dooka Tel No: 012 336 0161

**POST 24/88**
- SOFTWARE QUALITY ASSURER REF NO: 14/07/22HO

**SALARY**
- R382 245 per annum (Level 09)

**CENTRE**
- Head Office, Pretoria

**REQUIREMENTS**
- A three-year tertiary qualification in Computer Science/Information Technology/Statistical or Mathematical Studies. Training in Practical Software Testing. Three years' programming experience in client/server/web systems development/or testing experience. Understanding and experience of Systems Development Life Cycle methodology preferably the agile software development methodologies. Detailed understanding of development language/s used. End to end product testing, integration testing and regression testing would be an advantage. Stats SA core business and survey experience would be an advantage. Report writing experience would be an advantage. Test case writing and test execution. Creation of test suites and test plans. Training in database/s required, e.g. SQL Server, Sybase, Oracle, etc. Training
in development software is an added advantage, for example .Net, mobile technologies, ASP.Net, Java scripts, HTML, Transact SQL. Knowledge of test automation techniques, Certification in Practical software testing. Knowledge of trends and developments in computer systems including mobile applications. Knowledge of Systems requirements analysis, Database design and Data modelling, Database querying. Good problem solving, interpersonal communications, time management, planning and organising, analytical, presentation and decision-making skills. Some degree of judgement, initiative and discretion is required. A hardworking, dedicated, committed, reliable, innovative, and self-motivated person. Ability to work independently and in a team. Ability to work under pressure to meet deadlines. Willingness to travel. Ability to work under pressure to meet deadlines. Willingness to travel.

**DUTIES**

- Perform quality assurance on user/business requirements. Plan and design tests. Implement and execute tests. Compile quality reports. Adhere to quality standards and procedures. Research into new quality techniques, standards, methods and technology. Perform automation of tests and develop generic tests models.

**ENQUIRIES**

Ms L Dooka Tel No: 012 336 0161

**POST 24/89**

ASSISTANT DIRECTOR: FOCAL DISABILITY REF NO: 15/07/22HO

**SALARY**

R382 245 per annum (Level 09)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**


**DUTIES**

- Provide advice in the recruitment and employment of People with Disability (PWD). Provide advice to ensure that the physical work environment is accessible for PWD. Develop mechanisms and interventions of educating and sensitising the organization on Disability. Ensure provision of reasonable accommodation to staff members with disabilities. Monitor the implementation of capacity building for PWD. Provide inputs in the development of Disability Management policies and procedures. Consultation with stakeholders on Disability Mainstreaming. Monitoring and evaluation of the implementation of disability management.

**ENQUIRIES**

Ms L Dooka Tel No: 012 336 0161

**POST 24/90**

PERSAL PERSONNEL OFFICER REF NO: 16/07/22HO

**SALARY**

R382 245 per annum (Level 09)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three-year tertiary qualification Human Resource Management, Human Resource Development, Financial Management, Auditing, Public Administration. HR legislation, policies and procedures is essential. Training in PERSAL Courses i.e. PERSAL Controllers course, Introduction, Personnel Administration, Salary Administration, Leave Administration and Establishment Administration. At least two to three years of working experience and exposure to Financial Management environment and PERSAL Controllers duties. Experience in Financial environment, PERSAL System control and utilization. Good communication, Computer skills, analytical skills, innovative skills, training skills and good interpersonal skills. An innovative thinker who is assertive, team orientated, adaptable to change and has diversity awareness. Ability to handle stressful situations. Able to work under pressure, creative, initiative and ability to work independently. Willingness to travel.

**DUTIES**


ENQUIRIES: Ms L Dooka Tel No: 012 336 0161

POST 24/91: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 17/07/22HQ (X2 POSTS)

SALARY: R382 245 per annum (Level 09)

CENTRE: Head Office: Pretoria


DUTIES: Facilitate handling of grievances, Facilitate disciplinary hearings, conduct and facilitate LR training/workshops, Facilitate handling of appeals against the outcomes of disciplinary hearings, Deal with disputes/GPSSBC/PSCBC/CCMA and labour unrest, Represent the Department at Chamber. Compile stats for submission to the DPSA/PSC/FOSAD.

ENQUIRIES: Ms L Dooka Tel No: 012 336 0161

POST 24/92: PROVINCIAL SECURITY COORDINATOR (X4 POSTS)

SALARY: R382 245 per annum (Level 09)

CENTRE: North West Provincial office Ref No: 18/07/22NW
KwaZulu-Natal Provincial office Ref No: 19/07/22KZN
Gauteng Provincial office Ref No: 20/07/22GP
Limpopo Provincial office Ref No: 21/07/22LP


DUTIES: Coordinate, monitor and ensure compliance relating to security process. Provide and coordinate security function in the province. Provide effective occupational health and safety function in the province. Conduct investigations on security related matters. Provide effective information security function in the province. Liaise with internal and external stakeholders.

ENQUIRIES: Ms L Dooka Tel No: 012 336 0161
DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

CLOSING DATE: 22 July 2022

NOTE: The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant’s to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

POST 24/93: DEPUTY DIRECTOR: SECURITY SERVICES & OHS REF NO: 2022/08
(12 Months Contract)

SALARY: R744 255 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Develop; manage and implement security and occupational health & safety policies. Manage and implement physical security procedures standards; Conduct and facilitate OHS and Security awareness campaigns; Manage and monitor in-house and external security services. Manage maintenance of department’s facilities. Manage and maintain records and registry services.

ENQUIRIES: Mr OM Aphane Tel No: (012) 336 5856

APPLICATIONS: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building

FOR ATTENTION: Director: Human Resource Management

POST 24/94: ASSISTANT DIRECTOR: FACILITIES REF NO: 2022/09

SALARY: R382 245 per annum (Level 09)

CENTRE: Pretoria
**REQUIREMENTS**: A 3-year National Diploma or Degree in Archives and Records Management, Information Management, Public Management or equivalent qualification (NQF level 6/7) plus 3-5 years’ experience in facilities management field. A valid driver’s licence. Generic competencies: Planning & organising, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written), information management. Technical competencies: In-depth knowledge of Regulations of the National Archives and Records Services of South Africa Act and related records management processes, National Minimum Information Requirement, Archives standards and procedures, PFMA.

**DUTIES**: The successful candidate will perform the following duties: Implement security, facilities and records management policies; Manage and coordinate facilities management services; manage travel management services; Maintain and maintain provision of photocopier machines. Assist in the management of security services; Develop records filing system; Manage department’s registry services.

**ENQUIRIES**: Mr OM Aphane Tel No: (012) 336 5856

**APPLICATIONS**: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail at DTARecruitment@cogta.gov.za.

**FOR ATTENTION**: Director: Human Resource Management

**POST 24/95**: DRIVER/MESSENGER REF NO: 2022/10
Secretariat: National House of Traditional & Khoi-San Leaders

**SALARY**: R147 459 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Grade 10 or equivalent with extensive driving experience, a valid driver’s licence and PDP. Knowledge of Traditional Leadership will serve as an added advantage. Generic Competencies: Communication; Ability to read and write; Good eyesight; Teamwork. Technical Competencies: Be prepared to work beyond the normal working hours and on public holidays. Must be able to read and write. Be prepared to travel extensively.

**DUTIES**: The successful candidate will perform the following duties: Render driving services to the National House of Traditional & Khoi-San leaders (NHTKL) and department, provide messenger services to the NHTKL and the department; Inspect and maintain state vehicles including hired vehicles and report any defects; Complete logbooks and all relevant transport documentation; Apply safety and precautionary measures when driving; Keep safe custody of the vehicles. Exercise reasonable care for state vehicles. Maintain good work ethics and execute all transport duties as authorized by supervisor.

**ENQUIRIES**: Ms R Zungu Tel No: (012) 336 5852

**APPLICATIONS**: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

**FOR ATTENTION**: Director: Human Resource Management
ANNEXURE N

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 21 July 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.

OTHER POSTS

POST 24/96 : DEPUTY DIRECTOR: ICT INFRASTRUCTURE AND CLOUD SERVICES
REF NO: 210722/01
Branch: Corporate Support Services
SD: Infrastructure and IT Operations
CENTRE : Head Office; Pretoria
SALARY : R882 042 per annum (Level 12), (all-inclusive salary package)
Ensure the implementation of ICT Operational plans within Infrastructure and IT Operations. Ensure the provisioning and managing of cloud services to modernize ICT infrastructure, Ensure management of data center facilities and the environment. Ensure maintenance and support including modernization of ICT server infrastructure. Develop technical designs for the migration to the cloud. Administer and maintain information technology systems (Data Centre Servers, LAN and WAN equipment). Ensure the implementation of operational plans that includes service delivery management and performance measurement. Define, implement, and ensure compliance for ICT operations. Monthly reports compiled. Management of the relevant ICT SLA’s. Establish and maintain ICT Project Management capability and mechanism for compliance. Develop specifications for procurement. Ensure compliance to the PFMA. Research and research best practices in ICT Service Management and Operations. Develop policies and procedures. Facilitate the implementation of policies and procedures. Any other duties as assigned.

ENQUIRIES
Mr. L Manqele Tel No: (012) 336 6718/8394

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

FOR ATTENTION
Planning Recruitment and Selection unit

POST 24/97
ADMINISTRATION CLERK REF NO: 210722/02
Branch: Provincial Coordination and International Cooperation: North-West

SALARY
R176 310 per annum (Level 05)

CENTRE
North-West (Mmabatho)

REQUIREMENTS
A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility, teamwork. Basic knowledge of problem solving and analysis. Client orientation and focus. Communication. Accountability and ethical conduct.

DUTIES
Render general clerical support services, make photocopies, distribute documents, Keep maintain filling systems, keep and maintain incoming and outgoing documents register, Type letters and other correspondence when required. Provide supply chain management support services within the component stock control of office stationery, keep, and maintain the asset register of the component. Provide personnel administration clerical support services within the component, keep and maintain leave register for the directorate, arrange traveling and accommodation. Provide financial administration support services in the component.

ENQUIRIES
Mr SS Matsheka Tel No: (018) 387 9511

APPLICATIONS
North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Provincial Head: North-West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor.

FOR ATTENTION
Mr M.J. Ntwe

POST 24/98
ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 210722/03
Branch: Provincial Coordination and International Cooperation: North-West

SALARY
R176 310 per annum (Level 05)

CENTRE
Hartbeespoort Dam

REQUIREMENTS

DUTIES
The maintenance and monitoring the measuring equipment. Collect water samples according to set standards and register the samples on the relevant database. Capture hydrological data. Maintain data related to surface and ground water.
ENQUIRIES : Ms Wendy Ralekoa Tel No: (060) 981 9853
APPLICATIONS : North-West (Hartbeespoort Dam): Please forward your application quoting the relevant reference number to the Provincial Head: North-West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner Dr James Moroka Drive and Sekame Road, Unit 99 Ground Floor.
FOR ATTENTION : Mr M.J. Ntwe
ANNEXURE O

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS

Applicants can apply using eRecruitment system which is available on www.ecprov.gov.za or https://ecprov.gov.za/ https://erecruitment.ecotp.gov.za/ or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za. Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. E-Recruitment technical enquiries can be directed to: Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993.

CLOSING DATE

15 July 2022

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 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. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidates(s). Note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is “Certificate for entry into the SMS” and full details can be sourced by the following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. Applications submitted through eRecruitment system, a signed Z83 will only be requested when shortlisted.

MANAGEMENT ECHELON

POST 24/99 : CHIEF DIRECTOR: PROVINCIAL COMMUNICATIONS REF NO: OTP 01/06/2022

SALARY : R1 269 951 per annum (Level 14), all-inclusive package

CENTRE : Bhisho

REQUIREMENTS : A National Senior Certificate, an NQF Level 7 degree/advanced diploma as recognised by SAQA in Communication, Journalism and Public Relations or any related field of study with a minimum of five years working experience at Senior Management Level (SMS) in the communication. Knowledge of different media houses and platforms, understanding of events management principles, Understanding of public relations (PR). Managerial Competencies: Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. A valid driver’s licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

DUTIES : Guide the development and implementation of a provincial communication strategy: Ensure the development of provincial communication strategy, policies and protocols, guide and support the implementation thereof, Ensure
the development, execution and monitoring of communication strategies across government spheres (provincial departments, municipalities and public entities) in the Eastern Cape. Ensure the functionality of communication structures in the province. Determine and facilitate coherent government messaging. Ensure and maintain government media relations. Oversee productive government media relations. Manage the conduction of media monitoring, analysis and rapid response. Develop and implement media management policies, protocols and guidelines. Provide support to all major public engagements of Government in the province. Manage the development and distribution of Provincial publications. Manage the development and implementation of a coherent provincial marketing and branding strategy. Develop and implement provincial marketing and branding strategy that seeks to promote local and foreign investment in the province, attract international tourists, and national and international events to the province. Develop and maintain a provincial website. Identify structures, platforms and partnerships to effectively communicate the programmes of government, support provincial departments and municipalities in communicating the vision and policies of government to the public. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility.

ENQUIRIES: Ms. N. Mafu at 082 562 2347 / Mr. N. Mhlawuli at 076 7836993

POST 24/100: CHIEF DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 02/06/2022

SALARY: R1 269 951 per annum (Level 14), all-inclusive package
CENTRE: Bhisho

DUTIES: Provide executive support services in the office of the DG: Assist the Director-General with the execution of the responsibilities delegated to her by the Premier as Executive Authority and Head of the Government of the Eastern Cape Province. Ensure that the Office of the Premier complies with appropriate legislation, monitor the implementation of policies of Government as determined by Parliament, the Premier and the Executive Council by ensuring that the department has and maintains: effective, efficient and transparent systems of financial control, risk management and internal control; a system of
internal audit under the control and direction of an internal audit committee; an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective; a system for evaluating capital projects for implementation. Assist in the development and implementation of appropriate structures and systems for the effective and efficient administration of the Office of the Premier. Take responsibility for the submission of reports, notices, returns and other information to Legislature, EXCO, Treasury, Public Service Commission, the Department of Public Service and Administration, and other institutions and ensure compliance with laid down standards, policies and procedures. Render coordination and monitoring services for strategic special projects: Oversee the management of projects on behalf of the DG using appropriate project management skills and methodologies to ensure quality and on time delivery. Develop and maintain an Organisational Dashboard of all Projects and provide technical advisory services on Project Management Principles and procedures. Oversee the management and coordination of the implementation of strategic programmes and projects such as Broadband, small town etc. Provide institutional governance support services: Monitor and promote the maintenance of strong communication channels with all role-players at OTP by ensuring that communication forums take place as stipulated in the departmental Governance and Communication Framework. Ensure the improvement and maintenance of the highest standard of security in the Office of the DG and ensure that a safe and secure environment is maintained through the implementation and upholding of various strategic security measures. Assist the DG by promoting improved efficiencies in the cross functional operations in OTP ensuring optimal use of available resources; Facilitate the review of financial activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing programme improvement. Assist the Director-General in leading the executive management team, ie the heads of the 3 main Branches/Programmes of the Office of the Premier, in coordinating their work. Provide assistance in developing and cultivating a performance culture among departmental employees. Provide institutional governance support services: Monitor and promote the maintenance of strong communication channels with all role-players at OTP by ensuring that communication forums take place as stipulated in the departmental Governance and Communication Framework. Ensure the improvement and maintenance of the highest standard of security in the Office of the DG and ensure that a safe and secure environment is maintained through the implementation and upholding of various strategic security measures. Assist the DG by promoting improved efficiencies in the cross functional operations in OTP ensuring optimal use of available resources; Facilitate the review of financial activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing programme improvement. Assist the Director-General in leading the executive management team, ie the heads of the 3 main Branches/Programmes of the Office of the Premier, in coordinating their work. Provide assistance in developing and cultivating a performance culture among departmental employees. Coordinate the implementation of strategic management in the department: Assist the DG by serving as the internal leader of the department by: Overseeing the development of strategic plans, APP’s and annual operations plans and budget. Managing fiscal planning, development and management of annual budgets in the office of the DG. Leading the performance management process that measures and evaluates progress against goals for the department. Facilitating the building of capacity within the OTP so as to ensure that the department has a top-notch workforce. Providing leadership through being actively involved in all programmes and services, identifying opportunities to leverage cross-programme strengths, take advantage of new opportunities to address departmental challenges.

Coordinate the implementation of strategic management in the department: Assist the DG by serving as the internal leader of the department by: Overseeing the development of strategic plans, APP’s and annual operations plans and budget. Managing fiscal planning, development and management of annual budgets in the office of the DG. Leading the performance management process that measures and evaluates progress against goals for the department. Facilitating the building of capacity within the OTP so as to ensure that the department has a top-notch workforce. Providing leadership through being actively involved in all programmes and services, identifying opportunities to leverage cross-programme strengths, take advantage of new opportunities to address departmental challenges.
opportunities to address departmental challenges. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit and develop and implement service delivery improvement programmes where required. Develop and ensure the implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure.

ENQUIRIES: Ms. N. Mafu at 082 562 2347 / Mr. N. Mhlawuli at 076 7836993

OTHER POSTS

POST 24/101: ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: OTP 03/06/2022
(Re-advertisement, applicants who previously applied are encouraged to re-apply)
The purpose of the post is to: To supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk management and control processes in accordance with IIA Standards and Legislative framework.

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

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief Audit Executive (CAE) in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and
execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager. Compile monthly progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment. Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES : Ms. N. Mafu at 082 562 2347 / Mr N. Mhlawuli at 076 7836993

POST 24/102 : ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: OTP 04/06/2022
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

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

DUTIES : Facilitate the development of security plans: Analyze the current security systems. Conduct research to alternative security systems. Facilitate the planning of security activities for departmental events. Monitor the implementation of security plans. Monitor the implementation of security frameworks: Ensure the correct implementation of MISS (Minimum Information Security) and MPSS (Minimum Physical Security). Monitor the effective implementation of the access control system within the department. Monitor security contracts for user departments. Ensure the provision of security services during the opening and closing tender boxes. Facilitate vetting and screening of departmental employees and service providers. Conduct awareness campaigns on security related matters. Investigate security breach: Gather information pertaining the incident. Analyze the information. Compile incident report. Liaise with SAPS where necessary. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 24/103 : ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 05/06/2022
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R382 245 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National senior certificate, NQF level seven (07) Degree or Advanced Diploma in IT-related field. Minimum of 3-5 years professional experience in the related IT field, of which 2 years must be in IT Service Management managing technical staff. A valid driver’s license. Professional qualifications required: ITIL V4 foundation. The following Professional qualifications will be an added advantage: - Microsoft course 10965 (or latest), IT service Management with system centre service manager, ITIL V4 managing professional. The preferred candidate without these advantageous professional qualification(s) will be subjected to the qualifying exam(s) and will expected to achieve the
professional qualification(s) within their probation period. Key competencies: Applying technology, communication and information Management, continuous improvement. Skills: project management, people management, Planning and Execution, Interpersonal Relations, Analytical thinking, good communication skills, computer Literate. Personal attributes: Communication and information management, Managing Interpersonal conflict and resolving problems, Planning and Organizing, Problem solving and decision making, Developing others and continuous improvement.

**DUTIES**

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

**ENQUIRIES**

Ms. N. Mafu at 082 562 2347 / Mr N. Mhlawuli at 076 7836993
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: can be forwarded through via one of the following options:
Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho,
Post to: The Director: HR Practices and Administration Attention Ms N.H. Malgas Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5606.
Or utilise e-recruitment system which is available on www.ecprov.gov.za or https://e-recruitment.ecotp.gov.za

CLOSING DATE: 15 July 2022

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 Attach 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. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidates(s). Note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is “Certificate for entry into the SMS” and full details can be sourced by the following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/
The Department reserves the right not to make appointment(s) to the advertised post(s).
NB: Females and Disabled persons are encouraged to apply to SMS positions. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: e-recruitment-bhisho@ecdpw.gov.za (NB: For Technical Glitches Only – NO CVS) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: e-recruitment-bhisho@ecdpw.gov.za and not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. Refer all applications related enquiries to the specified contact person

MANAGEMENT ECHELON

POST 24/104: CHIEF DIRECTOR: INFRASTRUCTURE, MAINTENANCE & TECHNICAL SUPPORT (X3 POSTS)

SALARY: R1 269 951 per annum (Level 14), an all-inclusive remuneration package
CENTRE: Chief Directorate: Education (Bhisho) Ref No: DPWI 01/06/2022
Chief Directorate: Health (Bhisho) Ref No: DPWI 02/06/2022
Chief Directorate: Other Departments (Bhisho) Ref No: DPWI 03/06/2022

REQUIREMENTS: National Senior Certificate, Bachelor’s Degree NQF Level 7 in Engineering/Architectural Studies with five (5) years’ experience at Senior Management Level. Professional registration will be an added advantage. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver’s licence. Knowledge and Skills: Building Regulations and Standards. Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000,

Competencies: Strategic capability and leadership, Financial Management, People Management and Empowerment, Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

**DUTIES**

Guide and lead the provision of infrastructure and of existing Infrastructure and programme support for the Department. Ensure management and coordination in the provision of technical support services. Oversee the implementation of Infrastructure Delivery, Maintenance and Programme support for the Department. Guide and lead coordination of Implementing Agents for the Department. Manage property and infrastructure inputs for longer term integrated infrastructure planning. Promote good corporate governance.

**ENQUIRIES**

Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

**POST 24/105**

**CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPWI 04/06/2022 (X1 POST)**

**SALARY**

R1 269 951 per annum (Level 14), an all-inclusive remuneration package

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**


**DUTIES**

Coordinate and support all sector departments, stakeholders or public bodies in the province on EPWP. Facilitate monitoring and evaluation services on implementation of EPWP. Guide and lead management of promotion on implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Ensure promotion of community development programmes. Promote good governance.

**ENQUIRIES**

Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

**POST 24/106**

**CHIEF DIRECTOR: FACILITIES AND SECURITY MANAGEMENT REF NO: DPWI 05/06/2022 (X1 POST)**

**SALARY**

R1 269 951 per annum (Level 14), an all-inclusive remuneration package

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

National Senior Certificate, Bachelor's Degree NQF Level 7 in Property Management/Construction related discipline in the built environment with five (5) years’ experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver’s licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public

DUTIES: Ensure management and monitoring on the implementation of provincial (including prestige clients) planned and unplanned maintenance of projects. Ensure management in the provision of facilities and related services (inclusive of space planning, landscaping, horticulture, cleaning services) for all provincial departments, prestige clients and other government institutions. Ensure provision of provincial (including prestige) security and protection management services. Ensure effective management of customer business management services. Promote good corporate governance.

ENQUIRIES: Can be directed to Ms S. Mdoa at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/107: DIRECTOR: INFRASTRUCTURE DELIVERY (X2 POSTS)

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

CENTRE: Directorate: Infrastructure Delivery for Education Facilities, Head Office (Bhisho) Ref No: DPWI 06/06/2022
Infrastrucure Delivery for Health Facilities, Head Office (Bhisho) Ref No: DPWI 07/06/2022

REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Built environment, Registration with the professional institutes within the building environment will be advantageous, with 5 years’ relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver’s licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act, understanding of acts, regulations and policies governing the built environment, Public Service Regulations of 2016. Public Finance Management Act (PFMA), Sound management, budgeting and interpersonal skills, management of assets. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES: Manage Construction Procurement Strategy and Infrastructure Programme Management Plan (IPMP). Manage Infrastructure Programme Implementation (IPIP) and Service Delivery Agreements. Manage the construction procurement process. Manage sector and report on the programme. Manage provision of programme support. Manage the allocated resources.

ENQUIRIES: Can be directed to Ms S. Mdoa at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/108: DIRECTOR: TECHNICAL PORTFOLIO SERVICES (X2 POSTS)

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

CENTRE: Directorate: Technical Portfolio Services for Education, Head Office (Bhisho) Ref No: DPWI 08/06/2022
Directorate: Technical Portfolio Services for Health, Head Office (Bhisho) Ref No: DPWI 09/06/2022

REQUIREMENTS: National Senior Certificate, Bachelor’s Degree NQF Level 7 in Built environment, Registration with the professional institutes within the building environment will be advantageous, with 5 years’ relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver’s licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act, understanding of acts, regulations and policies governing the built environment, Public Service Regulations of 2016. Public Finance Management Act (PFMA), Sound management, budgeting and interpersonal skills, management of assets. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

**DUTIES**

Manage Technical Support Portfolio Services. Manage the delivery of infrastructure programmes and projects. Manage property and infrastructure inputs for longer term integrated infrastructure planning. Manage allocated resources.

**ENQUIRIES**

Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

**POST 24/109**

**DIRECTOR: INTEGRATED PLANNING, RESEARCH AND POLICY COORDINATION REF NO: DPWI 10/06/2022 (X1 POST)**

**SALARY**

R1 073 187 per annum (Level 13), an all-inclusive remuneration package

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**


**DUTIES**

Manage Provision of strategy and integrated planning services in the department. Manage and coordinate research and policy coordination. Facilitate the development and implementation of services delivery improvement plans and initiatives. Effectively manage the Audit of Predetermined Objectives. Direct and oversee effective and sound management environment within the directorate. Provision of a structured link between the department and its entities. Manage and coordinate the implementation of special programme in the Department. Manage the allocated resources.

**ENQUIRIES**

Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
POST 24/110  :  DIRECTOR: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING
REF NO: DPWI 11/06/2022 (X1 POST)

SALARY  :  R1 073 187 per annum (Level 13), an all-inclusive remuneration package
CENTRE  :  Head Office (Bhisho)

DUTIES  :  Manage the design, maintenance of the immovable Asset Strategy, Policy & Register (IAR). Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Manage co-ordination of Land and Property Information Portfolio and Planning. Facilitate and co-ordinate property research. Facilitate the survey and registration of provincial state land. Manage allocated resources.

ENQUIRIES  :  Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/111  :  DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS
REF NO: DPWI 12/06/2022 (X1 POST)

SALARY  :  R1 073 187 per annum (Level 13), an all-inclusive remuneration package
CENTRE  :  Head Office (Bhisho)

DUTIES  :  Manage and direct research into appropriate best practice, trends and new developments/ innovations in construction methodologies, alternative and green technologies. Direct and oversee the development, implementation,
adherence to and review of Capacitation & knowledge Management Strategies and Plans for all provincial and local infrastructure Departments. Direct and oversee the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the programme and Directorate. Manage and oversee effective and sound management environment within the directorate. Effective and efficient identification and management of risks within the directorate.

**ENQUIRIES**: Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

**POST 24/112**

**DISTRICT DIRECTOR (X6 POSTS)**

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

**CENTRE**:
- Ref No: DPWI 13/06/2022, Amathole District Office (East London)
- Chris Hani District Office (Queenstown) Ref No: DPWI 14/06/2022
- Joe Gqabi District Office (Aliwal North) Ref No: DPWI 15/06/2022
- Nelson Mandela Bay Metro (Port Elizabeth) Ref No: DPWI 16/06/2022
- OR Tambo District Office (Mthatha) Ref No: DPWI 17/06/2022
- Sarah Baartman District Office (Port Elizabeth) Ref No: DPWI 18/06/2022


**DUETES**: Coordinate the management of government fixed assets. Coordinate the management of construction and maintenance of state owned buildings. Coordinate the implementation of Expanded Public Works Programme. Coordinate the Management of corporate Services. Coordinate the implementation of supply chain management system. Manage provision of stakeholder relations, communication and special programmes services. Manage allocated resources. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Manage allocated resources.

**ENQUIRIES**: Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

**OTHER POSTS**

**POST 24/113**

**REGISTRY CLERK: ADMINISTRATION SERVICES REF NO: DPWI 20/06/2022**

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

**CENTRE**: Office of the MEC, Head Office (Bhisho)

**REQUIREMENTS**: National Senior Certificate, A Bachelor’s Degree/ National Diploma in Public Management/Administration/Management/Records Management with 1-2 years’ relevant experience. A valid driver’s licence. Knowledge and Skills: Knowledge of registry duties, practices as well as ability to capture data and
operate computer. Understanding of the Legislative framework in the Public Service. Communication skills (written and verbal). Planning and Organizing.

**DUTIES**

**ENQUIRIES**
- Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
- e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

**POST 24/114**
- **CHAIRPERSON: ENTERPRISE RISK & ETHICS MANAGEMENT COMMITTEE REF NO: DPWI 19/06/2022 (X1 POST)**
  - Interested parties are hereby invited for application to be Chairperson of the Departmental Enterprise Risk & Ethics Management Committee.
  - **Terms of Office:** This appointment is for a period of three years, but may be renewed at the discretion of the department. The appointed chairperson will be expected to sign a contract, supported by terms of reference.
  - **SALARY:** The chairperson shall be remunerated in accordance with Provincial Treasury Instruction No, 6 of 2014/2015
  - **CENTRE:** Head Office (Bhisho)
  - **REQUIREMENTS:** Bachelor’s Degree and a Post-Graduate Degree in Risk Management/Auditing/Business Administration. CA (SA)/CIA/CFE/CRP Prof/ Certified Ethics officer and CFE will be an advantage. The ideal candidate should have 5 to 10 year’s Senior Management experience gained from Strategic Management, Finance, Risk Management/Anti-Fraud and Corruption environment and/or an Auditing / Financial, preferably in the public service. Strong Enterprise Risk, Ethics, Fraud risk management, Business Continuity Management, ICT or Audit background, and an intimate knowledge of public sector processes. Experience in working or serving as a Risk Committee member or Audit Committee member in an Infrastructure Built environment will be an added advantage. Candidate must demonstrate appropriate experience in serving on Risk Management or Audit Committees, and/or participating in other governance structures and must be able to dedicate time to the activities of the EMR Committee. It is expected that applicants will also be familiar with the latest trends and developments in Risk Management and Corporate Governance.
  - **DUTIES:** The Enterprise Risk & Ethics Management Committee is an oversight committee appointed by the Head of Department to assist him to discharge his Enterprise Risk & Ethics Management responsibilities in terms of the approved Departmental Risk & Ethics Management Committee Terms of Reference. Review the Enterprise Risk & Ethics Management, fraud policies, frameworks and strategic before recommending approval by Head of Department. Review the business continuity management policy, strategy and plans before recommending approval by the Head of Department. Review the Department’s risk assessment methodologies to obtain reasonable assurance. Report any material change to the risk profile of the Department to the Head of Department. Review any material findings and recommendations by assurance providers on the system of risk management, and check that appropriate action is instituted to address identified weakness. Evaluate the effectiveness of monitoring systems pertaining to fraud and corruption and the results of management’s investigations into and follow-up of alleged acts of impropriety (fraud, corruption) and related matters. Providing strategic advice to leadership on ethical issues. Provide support to Chief Risk Officer in promoting integration and collaboration of various ethics-related functions (such as anti-fraud and anti-corruption, compliance, internal audit, investigations, human resources and labour relations). Attendance of Audit Committee meetings as Chairperson of Risk and Ethics Management Committee.
  - **ENQUIRIES**
    - Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
    - e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.

APPLICATIONS: Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za

CLOSING DATE: 15 July 2022

NOTE: Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV. Communication from the HR of the department regarding the submission of certificates copies of qualifications and other relevant documents will be limited to shortlisted candidates Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability check. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

POST 24/115: ASSISTANT DIRECTOR: JOB EVALUATION AND BUSINESS PROCESS RE-ENGINEERING REF NO: 12/2022

SALARY: R382 245 per annum (Level 09), (A basic salary)

CENTRE: Bloemfontein


DUTIES: Implement, advice and support Provincial Departments with Organisational Design, including: Analyse proposed changes to organisational structures of Provincial Departments in line with relevant legislation, directives and organisational design principles; Provide feedback on proposed changes to organisational structures as received for consultation in line with Organisational Design Principles; Support Provincial Departments with proposed changes to organisational structures; Liaise with the Department of Public Service and Administration (DPSA) with consultation of proposed changes to organisational structures to finalise the consultation process for final consideration by the respective Department; Report on the status of organisational design interventions of allocated Provincial Departments. Implement Organisational Design within the Office of the Premier, including: Analyse the organisational structure in terms of proposed changes to the organisational structure; Draft proposals in terms of the proposed changes to the organisational structure; Submit draft reports in line with relevant legislation and policies on proposed changes to organisational structures. Implement, advice and support Provincial Departments with Job Evaluation, including: Support Provincial Department with job evaluation; Provide advice to Provincial Departments in terms of Job Evaluation; Draft schedules of posts to be presented at the PQA; Inform PQA members and relevant Job Analysts of PQA meetings; Attend the Provincial JE Quality Assurance Committee (PQA); Render secretariat services to the PQA; Provide input on the Provincial JE Policy. Job Evaluate posts within the Office of the Premier, including: Collect information on allocated job; Conduct job evaluation interview with relevant officials; Capture job information on the job evaluation system; Present the post to the Departmental Provincial Job Evaluation Committee (DPQA) and thereafter to the PQA for consideration;
Draft a report on the outcome of the job evaluation for consideration to be implemented; Assist with the job evaluation of posts every 60 calendar months; Maintain a register of posts job evaluated. Implement, advice and support Provincial Departments with Business Process Management (BPM), including: Support Provincial Departments with business process management and Standard Operating Procedures (SOPs); Provide advice to Provincial Departments in terms of BPM and SOPs; Report on the status of BPM and SOPs within allocated Provincial Departments. Implement Business Process Management within the Office of the Premier, including: Collect information of services to be captured from relevant officials and management; Draft Standard Operating Procedure (SOP) for relevant service; Consult draft SOP with relevant officials; Draft Business Process Map (BPMs) of relevant service in line with policy and standards of BPM; Analyse process for improvement and amend accordingly when needed; Draft report to obtain approval for the draft SOP and BPMs for implementation; Maintain register for SOP and BPM s. Implement, advice and support Provincial Departments with Job Descriptions, including: Support Provincial Departments with job description administration; Provide advice to Provincial Departments with the development or implementation of job descriptions; Report on the status of job description administration within allocated Provincial Departments; Provide input into the Provincial Job Description Policy. Implement Job Description Administration within the Office of the Premier, including: Support supervisors with the review of job description; Provide advice to officials on job descriptions; assist with the review of job descriptions every 60 calendar months; Maintain a register of job descriptions.

ENQUIRIES: Ms. C. Ledwaba Tel No: 051 405 5774

POST 24/116: ASSISTANT DIRECTOR: PERFORMANCE AND DEVELOPMENT MANAGEMENT REF NO: 13/2022 (X2 POSTS)

SALARY: R382 245 per annum (Level 09), (A basic salary)
CENTRE: Bloemfontein

DUTIES: The implementation of Performance Management for salary levels 1-12 within the Office of the Premier to enhance productivity & service delivery, including: Render advice on the implementation of Performance Management Systems; Implementation of Provincial and National Policies; Implementation of National Directives affecting performance management implementation; Participate in Performance Management Committees; Render secretariat services for Performance Management Committees and other relevant Bodies; Assist with the research on Performance Management implementation and Systems; Render advice/guidance and compile performance agreements, including Job Descriptions.; Conduct quality assurance on performance agreements and performance assessments; Assist with performance improvement within the Department; Build capacity on performance management within the Department; Conduct surveys and analysis of outcomes; Preparation and presentation of all performance related documentation at various committees/for a Review and respond to grievances. The co-ordination of Performance Management for salary levels 1-12 within the Free State Provincial Government to facilitate provincial compliance and service delivery., including: Render advice and guidance on: implementation of Performance Management Systems; implementation of Provincial and National Policies; implementation of National Directives affecting performance management implementation; performance agreements and assessments; best practices; Job Descriptions; Departmental committees, Monitor and report on Provincial implementation of and compliance with Performance Management Directives, Policies and Systems; Participate in Provincial Performance Management Committees/For a; Render secretariat services for Provincial Performance Management Committees/For a; Assist with the research on Performance Management implementation and Systems; Assist with performance improvement within Provincial Departments; Conduct surveys and analysis;
Consolidation and analysis of provincial information for reporting to FOHOD, EXCO and DPSA; Monitoring and co-ordination Roadshows. The provisioning of training to facilitate the proper implementation of the Performance Management Systems, including: Maintain training material to remain relevant to Policies, Regulations and Directives; Make relevant logistical arrangements; Produce and re-produce training material; Design and implement practical training exercises; Capacity building/training roadshows.

ENQUIRIES: Ms. C. Ledwaba Tel No: 051 405 5774

POST 24/117: SECRETARY TO THE DIRECTOR: ORGANISATIONAL DEVELOPMENT
REF NO: 14/2022

SALARY: R176 310 per annum. (Level 05), (A basic salary)
CENTRE: Bloemfontein
REQUIREMENTS: Grade 12 with typing as a subject or any other training/qualification. Secretarial experience within a middle/senior management office. Knowledge of telephone etiquette, records management and office administration. Language, basic written communication, computer and organizing skills.

DUTIES: Provides a secretarial/receptionist support service to the Manager, including: Co-ordination of telephone calls, e.g. receive telephone calls and refers the calls to the correct role players if not meant for the Manager; Records appointments and events in the diary of the Manager; Types documents for the Manager and other staff within the unit; Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the Manager, including: Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received; Arranges meetings and events for the Manager and staff in the unit. Identify venues, invites role players, organizes refreshments and sets up schedules for meetings and events; Processes travel and subsistence claims for the unit; Processes all invoices that emanate from the activities of the work of the Manager; Drafts basic minutes of the meetings of the Manager where required; Drafts routine correspondence, reports and other documentation; Does filing for the Manager and unit according to the Archives Act.; Administers matters like leave registers and telephone accounts; Receives, records and distributes all incoming and outgoing documents; Coordinates the procurement of standard items like stationary and refreshments; Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES: Ms. C. Ledwaba Tel No: 051 405 5774

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS: Applications for the Department of Public Works And Infrastructure To Be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of or Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No Applications will be accepted by staff in offices in the building.

CLOSING DATE: 15 July 2022
NOTE: Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at http://www.info.gov.za. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. 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. Applications
received after the closing date and those that do not comply with these
instructions will not be considered. Candidates requiring additional information
regarding the advertised post should direct their enquiries to the relevant
person as indicated in the advertisement. Note: Short-listed candidates will on
the day of interview undergo a security assessment. Suitable candidates will
be subjected to personnel suitability checks as deemed appropriate and
inclusive inter alia of criminal record check, citizenship verification,
financial/asset record checks, qualification/study verification and previous
employment verification. If you have not been contacted within 4 months of the
closing date of this advertisement, please accept that your application was
unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POSTS

POST 24/118 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PWI 22/06
Directorate: Internal Audit

SALARY : R382 245 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant tertiary qualification in Auditing and/or Accounting at NQF Level 7.
Good understanding of the Audit process and Audit approaches. Good
communication (verbal and written) skills. Effective report writing. Computer
literacy. Knowledge of Teammate will serve as an advantage. Knowledge of
the Public Finance Management Act, 1999 and Treasury Regulations.
Knowledge of internal audit standards. Registration with the IISA will be a
strong recommendation. Computer skills (MS Word, Excel, Power-point, etc)
Recommendations: Completion of the Professional Internal Auditing (Including
IAT learnership from the Institute of Internal Auditors (SA)(IIASA) plus 5 years
internal audit experience, 2 of which should be at a supervisory level.

DUTIES : The incumbent of this post is expected to supervise and execute internal audit
assurance and consultancy engagements to support the implementation of the
approved Internal Audit Operational Plan, providing assurance on governance,
risk management and control processes in accordance with IIA Standards and
legislative framework. Supervise assistance to and assist the accounting officer
in maintaining efficient and effective controls and achieving the objectives of
the department by evaluating the department's controls/objectives, to
determine their effectiveness and efficiency through internal audits. Review,
collect information and compile reports to the accounting officer and audit
committee. Keep up to date with new developments in the internal audit
environment. Supervise employees to ensure effective internal audit service.
Manage and transfer auditing skills to junior Internal Auditors.

ENQUIRIES : Ms R Mocwaledi, Chief Audit Executive Tel No: (051) 492 3817

POST 24/119 : CHIEF WORKS INSPECTOR (BUILDING) REF NO: PWI 22/07 (X1 POST)
Directorate: Works Construction and Maintenance

SALARY : R321 543 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant, recognized diploma/degree in built environment or equivalent
qualification plus appropriate technical experience in the Built environment OR
a N3 Certificate and passed Trade Test in terms of the provisions of Section
13(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued
under the Provisions of the Repealed Section 27 of the same Act plus
appropriate technical experience in the Built environment OR registration at the
South African Council for the Project and Construction Management
Professions (SACPCMP) as either Professional Building Inspector (PrBInsp)
or Certified Building Inspector (CBInsp). A valid driver's licence with exception
of persons with disabilities.

DUTIES : Identify the needs and requirements of new work and repairs through the
investigation of customer complaints and new services required. Render an
inspection service of work done on new projects and existing structures.
Analyze and compile relevant project documentation for new and existing
structures. Manage the activities of contractors on project sites. Gather and
submit information in terms of the expanded public works programme. Supervise the performance and conduct of Works Inspectors.
ENQUIRIES : Mr MP Ndlebe Tel No: (051) 492 3908
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disabilities are encouraged to apply.

APPLICATIONS:
Applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE:
15 July 2022

NOTE:
Applicants must apply online at: www.gautengonline.gov.za / http://professionaljobcentre.gpg.gov.za. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). 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. 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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG’s website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Suitable qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

MANAGEMENT ECHELON

POST 24/120: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/014448
Directorate: Supply Chain Management

SALARY: R1 073 187 per annum, an all-inclusive remuneration package

CENTRE: Head Office (Johannesburg)

REQUIREMENTS:
Matric plus a Bachelor Degree (NQF Level 7) as recognised by SAQA, in Financial Management/ Public Administration/ Logistics /Purchasing/equivalent qualification related to the field. 6-10 years working experience in supply chain management, which include minimum 5 years in middle management. A valid driver’s license. No criminal record or cases pending against you. Knowledge and skills: In-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Policy Framework Act, and Supply Chain Management Framework. In-depth Knowledge of Public Service budget procedures, understand of the Department’s strategic
objectives, Knowledge of Safety and Security Framework, Knowledge of BAS, SAP and other relevant information management systems and Public Service SCM policies and procedures, Customer relations management, interpersonal relations skills, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing and computer literacy skills.

**DUTIES**: Manage the Departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for Departmental assets and mechanisms aimed at eliminating theft losses, wastage and misuse of assets. Manage Service Level Agreements (SLA’s) with supplier and service providers (Contract Management). Effective and efficient inventory management. Effective and efficient fleet management. Manage resources (Human, Finance, Equipment and Assets).

**ENQUIRIES**: Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669 (during working hours from 8h00am to 16:30pm)

**OTHER POST**

**POST 24/121**: DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT (OFFICE OF THE HOD)
**REF NO**: REFS/014446
Directorate: Executive Support

**SALARY**: R744 255 per annum, an all-inclusive remuneration package
**CENTRE**: Head Office (Johannesburg)

**REQUIREMENTS**: Matric plus 3 years National Diploma (NQF6) /Bachelor's Degree (NQF7) as recognised by SAQA, in Public Management/ Administration/ Social Sciences/ Humanities or any other relevant qualification related to the field. 3-5 years’ experience where 3 years should be supervisory experience in Executive Support: Secretariat and Administrative Support Services. No criminal record or any cases pending against you. A valid code 08/10 driver’s license. Knowledge and Skills: GPG and Public service regulations, Relevant governance frameworks. Community. safety and other Relevant legislations, Understanding of strategic planning process, Policy development and corporate governance, Project management, Knowledge and understanding of departmental strategic priorities and programmes, Human Resource Management, Financial Management, knowledge of Legislative framework, including MISS Policy; Promotion of Access to Information Act; Promotion of Administrative Justice Act, knowledge and experience of governance issues and report writing at cooperate level, Public Administration Management Act (PAMA), planning and organizing, Leadership. Strategy development, Project management, Knowledge management, Report writing, Good written and verbal communication skills, Presentation and facilitation, Computer literacy, Analytical Skills.

**DUTIES**: Provide administrative support. Manage the flow of documents accordingly (Legislature and Cabinet). Ensure proper management of HOD’s diary (liaise with PA). Manage and ensure coordination of stakeholder relations and programmes in the Office of the HOD. Mange resources (finance, assets, and human).

**ENQUIRIES**: Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)

**DEPARTMENT OF HEALTH**

**ERRATUM**: Kindly note that the post of Dentist/Lecturer Grade 1-3 (for University of Pretoria Oral Health centre) with Ref No: UPOHC/CM/0002/2022 advertised in the Public Service Vacancy Circular 21 dated 10 June 2022, requirements, recommendation, and duties has been amended as follows: Registered with HPCSA as a dentist in the category Independent Practice with minimum of three years’ experience after completion of community service. Recommendation: Experience in lecturing, clinical supervision and research. Postgraduate qualification or enrolled for a postgraduate qualification. Duties: Lecturing to, and discussion classes with dental and oral hygiene students. Rendering of services and clinical supervision of dental and oral hygiene students at the University of Pretoria Health Centre and participation on various outreach platforms. People who
previously applied are encouraged to re-apply. We apologize for the inconvenience caused. The closing date has been extended to 15 July 2022.

**OTHER POSTS**

**POST 24/122**

**MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/014372 (X1 POST)**

Directorate: Forensic Pathology Services

Re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply

**SALARY**

Grade 1: R1 122 630 per annum, (all-inclusive package)
Grade 2: R1 283 592 per annum, (all-inclusive package)
Grade 3: R1 489 665 per annum, (all-inclusive package)

**CENTRE**

Ga-rankuwa

**REQUIREMENTS**

Appropriate qualifications with proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. This is a consultant position on the Joint Staff Establishment of the Gauteng Forensic Pathology Service and the Department of Forensic Pathology, Sefako Makgatho Health Sciences University.

Experience: 

**OSD Grade 1:** None after registration with the HPCSA as a Medical Specialist.

**OSD Grade 2:** Minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist.

**OSD Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Valid (Code E/B) driver’s license; Willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; Offering professional consultation with relevant stakeholders and provide judicial testimony in Court as required; Ability to work efficiently with co-workers, supervisors and other external agencies e.g. SAPS and NPA; Willingness to keep informed of new developments in Forensic Pathology and Medicine and thus, contribute to the promotion of the Academic Department locally and internationally; Making contributions to assist with training and formulation of policies and procedures for the Department and the Forensic Pathology Service. Computer literacy; Ability to draft, interpret and apply policies and have good communication-, interpersonal relationship-, development- and teaching skills; Ability to be methodical, detail-orientated, uphold high standards and be able to work under pressure and meet deadlines; Ability to communicate clearly and discreetly in person and in writing of reports or letters, in English.

**DUTIES**

Assistance to the Head: Clinical Department and Head: Clinical Unit in rendering a sound Forensic Pathology Service by active participation in the routine execution of Clinico - pathological duties in the Department, together with support to regional stakeholders; Provision of the full spectrum of forensic pathology and medico-legal death investigation services at consultant level, including death scene attendances, forensic post mortem examinations, ancillary investigations, compilation of relevant reports and Court attendance; Performance of after-hour services during the day and night in the week and over weekends; Participation in the scientific identification process of unknown decedents, inclusive of but not limited to relevant consultation processes; Assisting with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology Service personnel and other participating stakeholders; Participation in death review programs, in stakeholder interactive programs and in academic programs affiliated to the associated tertiary institution(s); Assisting the Head: Clinical Unit and FPS Management Staff with academic and administrative management duties, including quality assurance and maintaining appropriate OHS.

**ENQUIRES**

Dr. K.K Hlaise Tel No: (012) 521 4119

**APPLICATIONS**

Applications must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address

**NOTE**

Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a
comprehensive CV containing contactable references. In compliance to DPSA Circular 19 of 2022 certifying documents / qualifications will only be requested from only shortlisted candidates before interview process (Applicants are not required to submit copies of qualifications and other relevant documents when applying). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE: 15 July 2022

POST 24/123: REGISTRAR (MEDICAL) REF NO: SBAH 053/2022
Directorate: Paediatrics

SALARY: R833 523 per annum, plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MBCHB/ MBBCH, FCP I. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g ACLS, ATLS and Life Support strongly recommended. Primaries strongly recommended. After hour duties necessity.

DUTIES: Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: patient care of all in-and out patients in the department as per rotation. Consultations from and all departments of SBAH on registrar level. Supervision of all rotating pre-graduate students, interns and junior colleagues in clinical practice. Rotation to subspecialties and facilities accredited by the University of Pretoria.

ENQUIRIES: Prof I Smuts Tel No: 012 354 5296/77
APPLICATIONS: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: The application must only include a complete and signed new Z83 Form, 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

CLOSING DATE: 22 July 2022

POST 24/124: REGISTRAR (MEDICAL) REF NO: SBAH 054/2022
Directorate: Cardio Thoracic Surgery

SALARY: R833 523 per annum, plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MBCHB or equivalent. A valid registration with the HPCSA as an Independent medical practitioner. In possession of College Primary. Passing of primary and intermediate exams of University of Pretoria or College or Cardio Thoracic Surgeons will be an advantage.

DUTIES: The many and diverse functions of this positions encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The services aspects includes ensuring correct surgical treatment of patients. The academic and training requirements include passing primary and intermediate exams of University of Pretoria or College or Cardio Thoracic Surgeons, final exit exams of the College and a research dissertation for University of Pretoria MMed(Thorax).

ENQUIRIES: Dr II Kekana Tel No: 012 354 1506
APPLICATIONS: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: The application must only include a complete and signed new Z83 Form, 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

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a driver’s license where necessary, will only be submitted by shortlisted to HR on or before the day of the interview date. 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** : 22 July 2022

**POST 24/125** : REGISTRAR (MEDICAL) REF NO: SBAH 055/2022

**Directorate**: Radiation Oncology

**SALARY** : R833 523 per annum, plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : MBChB full registration with Health Professions Council of South Africa as Medical Practitioner. Appropriate qualification (MBChB) and full general practitioner registration with the Health Professions Council of South Africa (HPCSA). Prior oncology experience or experience/training in palliative care would be preferable. Research experience would be an advantage.

**DUTIES** : Clinical (outpatient, inpatient and overtime cover) duties at the department of Radiation Oncology Steve Biko Academic Hospital. Applicant will be part of the academic training program for the specialty of Radiation Oncology. The successful applicant will be required to register for the MMED Radiation Oncology at University of Pretoria, Health Sciences. Completion of Part 1 and part 2 exam (Radiation Oncology, College of Medicine South Africa). A completed research dissertation (MMED) is compulsory for specialist qualification.

**ENQUIRIES** : Dr S Bassa Tel No: 012 354 1185/2747

**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on or before the day of the interview date. 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** : 22 July 2022

**POST 24/126** : UROLOGY REGISTRAR DIRECTORATE UROLOGY

**SALARY** : R833 523 per annum, (all-inclusive package)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

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

**DUTIES** : As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee Urological surgical specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward MMed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospital Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.

**ENQUIRIES** : Prof A. Adam Tel No: 011 488 3373/ 011 4890739

**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za.Only online application will be considered. Please use the reference as the subject.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE
15 July 2022

POST 24/127: MEDICAL OFFICER REF NO: REFS/014430
Directorate: Anaesthesia

SALARY: Grade 1: R833 523 per annum, (all-inclusive package)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner. No experience required after registration with the HPCSA as Medical Practitioner. The following will be an added advantage: Diploma in Anaesthesia (DA (SA)), a minimum of 6 months experience in Anaesthesia.
DUTIES: Provide Anaesthesia services to patients at Charlotte Maxeke Johannesburg Academic Hospital and cluster hospitals, as required. Must take part in commuted overtime service delivery. Teaching and training of medical students and theatre staff. Participation in research activities, as allocated. Participate in the departmental academic program and quality assurance.

ENQUIRIES: Prof. E.E Oosthuizen Tel No: 011 488 4344/ 082 052 0765
APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE
15 July 2022

POST 24/128: MEDICAL OFFICER REF NO: REFS/014431
Directorate: Internal Medicine

SALARY: Grade 1: R833 523 per annum, (all-inclusive package)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Appropriate qualification that allows for registration with HPCSA as a Medical Officer in Internal Medicine. Registration with the HPCSA as Medical Officer in Internal Medicine. No experience required after registration with the HPCSA as Medical Officer. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine.
DUTIES: As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in
the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

ENQUIRIES
Prof. A Mahomed Tel No: 011 488 3654/3554

APPLICATIONS
Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE
The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE
15 July 2022

POST 24/129
CLINICAL PSYCHOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2022/07/09 (X2 POSTS)
Directorate: Mental Health Services

SALARY
Grade 1: R713 361 – R784 278 per annum, (all-inclusive remuneration package)
Grade 2: R832 398 – R923 847 per annum, (all-inclusive remuneration package)
Grade 3: R966 039 – R1 137 936 per annum, (all-inclusive remuneration package)

CENTRE
Ekurhuleni Health District

REQUIREMENTS
Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. Experience in psychiatry or community mental health will be an added advantage. One-year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa, Registration with the HPCSA, Annual Practice Certificate. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver's license.

DUTIES
Provide psychological services to adults, adolescents, and children (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric
assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the clinics. Render outreach programmes, coordinate and manage provision of psychology services. Research and capacity building responsibilities, including training and/or supervision of community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.

ENQUIRIES: Dr B.J.K Motshwane Tel No: (011) 876 -1717
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 15 July 2022
POST 24/130: ASSISTANT MANAGER NURSING (PHC) REF NO: EHD2022/07/13 (X1 POST)
Directorate: PHC
SALARY: R624 216 per annum, (plus benefits)
CENTRE: Ekurhuleni Health District (Phillip Moyo CHC & Daveyton Main CDC)
REQUIREMENTS: A Basic R425 qualification (i.e., Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse Specialty and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) and R212 (Advanced Midwifery and Neonatal Science). A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver’s license is essential.
DUTIES: To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure
compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory, Deputize the ESDR Deputy Manager when delegated.

ENQUIRIES : Ms NM Xaba Tel No: (011) 737 – 0746
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 July 2022

POST 24/131 : ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO: SBAH 056/2022
Directorate: Neurophysiology

SALARY : R525 087 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A BTech degree in Clinical Technology – Specialized category Neurophysiology. A Masters or Doctorate in Clinical Technology in Neurophysiology will be an added advantage. Registration with HPCSA as a Clinical Technologist – Specialized category Neurophysiology. A minimum of 8 years relevant experience required after registration with the HPCSA.

DUTIES : Perform and analyse neonatal, paediatric and adult EEGs, evoked potentials, polysomnograms, and nerve conduction studies at a tertiary hospital level. Train Registrars and Clinical Technologists in Clinical Neurophysiology. Keep an academic program running. Demonstrate research experience and help students with their research projects. Knowledge of or interest in intra operative monitoring procedures. Must be able to work as part of a team, supervise / interact with staff members and the public. Improve and update protocol according to the international standards. Assist with administrative public duties.

ENQUIRIES : Prof M Kakaza Tel No: 012 354 1082
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. 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 : 22 July 2022

POST 24/132 : THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR GRADE REF NO: EHD2022/07/11 (X1 POST)
Directorate: Therapeutic Services

SALARY : R473 112 – R525 087 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District (NSDR)

REQUIREMENTS : A minimum of 3yrs after registration with HPCSA or relevant professional body in the following categories: Speech and Audiology, Optometry, Physiotherapy, Occupational Therapy and Podiatry. Appropriate Qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy and Speech Therapy or Audiology / both (dual). Good communication, report writing and problem-solving skills. Current registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols, and guidelines. Relevant experience in Primary Health Care Community Rehabilitation Services. Valid driver’s license is essential. Must possess ability to work under pressure. Computer literacy is essential. Must be proactive, innovative, and independent leader.

DUTIES : Provide leadership at Ekurhuleni Health District and Therapeutic Services in the NSDR area. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic Services reports, stats and other administrative duties to District and Provincial managers for Therapeutic services. Establish good working relationship with other stakeholders within the district e.g. Mental Health, NGO’s, Organization for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the district. Ensure continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the Therapeutic Service unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Subdistrict Rehab services.

ENQUIRIES : Ms AE Tshivhase / Mr G Mavimbela Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required / requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 July 2022
POST 24/133 : **CHIEF PODIATIST GRADE 1 REF NO: EHD2022/07/14 (X1 POST)**  
Directorate: Therapeutic Services  

**SALARY** : R473 112 per annum, (plus benefits)  
**CENTRE** : Ekurhuleni Health District (NSDR)  
**REQUIREMENTS** : Appropriate qualification (degree) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) in the relevant profession as a Podiatrist. A minimum of 3 years' appropriate experience after registration with HPCSA as an independent Podiatrist. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a primary health care (PHC) setting. Computer literacy is essential. Must be proactive, innovative and an independent team leader.  

**DUTIES** : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the allocated staff to ensure smooth service delivery in community health centres (CHC's) and clinics. Develop and monitor an operational plan for podiatry services. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly, and annual reports, stats, ensure proper data management, and perform other administrative duties. Establish a good working relationship with other stakeholders within the District E.g., Non-communicable Disease, Integrated School Health Programme, etc. Provide community-based services with the focus on health promotion, prevention, and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the therapeutic services unit. Attend management and stakeholder meetings and forums. Ensure adherence to government policies and protocols.  

**ENQUIRIES** : Ms AE Tshivhase / Mr G Mavimbela Tel No: (011) 876 1776  
**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.  

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.  

**CLOSING DATE** : 15 July 2022  

POST 24/134 : **PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2022/07/03**  
Directorate: Primary Health Care  

**SALARY** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)  
Grade 2: R478 404 – R588 390 per annum, (plus benefits)  
**CENTRE** : Ekurhuleni Health District (ESDR)  
**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 or equivalent qualification (Diploma / Degree in
nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Science) Minimum 4 years appropriate experience as Professional Nurse. Post Basic Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R.212 in the relevant specialty.

**DUTIES**


**ENQUIRIES**

Ms N.M Xaba Tel No: (011) 737 - 9746

APPLICATIONS

Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

**NOTE**

No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required / requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

15 July 2022

**POST 24/135**

**PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)**

**REFERENCE NO:** EHD2022/07/04

**Directorate:** Primary Health Care

**SALARY**

Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

**CENTRE**

Ekurhuleni Health District (NSDR)

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 or equivalent qualification (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Science) Minimum 4 years appropriate experience as Professional Nurse. Post Basic Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R.212 in the relevant specialty.

**DUTIES**


**ENQUIRIES**

Ms G.S Mateza Tel No: (011) 565 – 5163
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 15 July 2022

POST 24/136: PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2022/07/05

Directorate: Primary Health Care

SALARY: Grade 1: R388 974 – R480 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

CENTRE: Ekurhuleni Health District (SSDR)

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 or equivalent qualification (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Science) Minimum 4 years appropriate experience as Professional Nurse. Post Basic Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R.212 in the relevant specialty.


ENQUIRIES: Ms N.E Ndou Tel No: (011) 878 - 8550

APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 July 2022

POST 24/137 : CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2022/07/06
Directorate: Primary Health Care

SALARY : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District (ESDR)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Minimum 4 years appropriate experience as Professional Nurse. Post basic Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R.48 in the relevant specialty.


ENQUIRIES : Ms N.M Xaba Tel No: (011) 737 - 9746

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 July 2022

POST 24/138 : CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2022/07/07
Directorate: Primary Health Care

SALARY : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District (NSDR)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Minimum 4 years appropriate experience as Professional Nurse. Post basic Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice R.48 in the relevant specialty.


ENQUIRIES : Ms N.M Xaba Tel No: (011) 737 - 9746

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R.48 in the relevant specialty.

**DUTIES**
Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material, and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

**ENQUIRIES**
Ms G.S Mateza Tel No: (011)665 - 5163

**APPLICATIONS**
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

**NOTE**
No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**
15 July 2022

**POST 24/139**
**CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2022/07/08**

**Directorate:** Primary Health Care

**SALARY**
Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

**CENTRE**
Ekurhuleni Health District (SSDR)

**REQUIREMENTS**
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Minimum 4 years appropriate experience as Professional Nurse. Post basic Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R.48 in the relevant specialty.

**DUTIES**
Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

**ENQUIRIES**
Ms N.E Ndou Tel No: (011) 878 - 8540

**APPLICATIONS**
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

**NOTE**
No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not...
required to submit copies of qualifications and other related documents on
application but must submit the Z.83 and a detailed Curriculum Vitae. Only
shortlisted candidates will be required /requested to submit certified copies of
qualifications and other relevant documents to HR on or before the day of the
interview. 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, identity verification, qualifications verification,
criminal record checks, credit/financial stability checks and employment
verification). The recommended candidate may be subjected to medical
surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity
profile will be taken into consideration.

CLOSING DATE : 15 July 2022

POST 24/140 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO:
EHD2022/07/01
Directorate: HAST
(Re-Advertisement), This post is a re-advertisement, applicants who applied
previously are encouraged to re-apply.

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 or equivalent qualification with Diploma /Degree in Monitoring and
Evaluation/ BSc. Social Science in Monitoring and Evaluation/Public
administration/Public Management and Business Management. Minimum of
5 years experience in HIV/AIDS programme of which 3 years’ experience
should be in Monitoring and Evaluation. DHIS certificate is essential.
Qualification in HIV/AIDS will be an added advantage. Experience in quality
improvement, implementation of quality methodology for monitoring and
evaluation. Knowledge of the District Health Information System (DHIS),
Biostatic, or other analytical tools (TIER.NET, DHIS.EDR WEB etc. is essential.
Knowledge in TB and HIV. Computer literacy is essential. A valid driver’s
license is essential. Data analysis, problem solving and communication skills.

DUTIES : Manage the departmental monitoring and reporting requirements to different
stakeholders. Develop DHP, Business Plan, Operational Plan. Develop sub
directorate operational plan. Compile and submit TIER.NET, DHIS and EDR
WEB reports. Coordinate auditing of performance information, this includes the
provision of information sessions and / or advice managers, inclusive of
resources / verification of documents as required by the Auditor General.
Implement and maintain Performance Information Monitoring and reporting
policy, framework, systems, processes and tools. Support facility data
verification teams District and Sub District nerve Centre meetings
(DPMR/SPMR). Monthly data analysis and verification. Setting of targets.
Developments of monitoring and reporting tools. Support data management for
HAST Program. Weekly, monthly, and quarterly data management for HAST
program. Compile monthly, quarterly, and annual performance reports.

ENQUIRIES : Ms S.A Motloung Tel No: (011) 876-1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post, and other
means of posting, deliver to 40 Catlin Street, Germiston, 1400 or Private Bag
X1005, Germiston, 1400.
FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be
submitted on a new Z.83 form and must be completed in full, obtainable from
any Public Service Department or on the internet at www.dpsa.gov.za.
Applicant should register their application forms on the specific register books
according to the reference number as per advert. Failure to do so your
application forms will not be considered. According to Department of Public
Service and Administration (DPSA) Circular 19 of 2022, applicants are not
required to submit copies of qualifications and other related documents on
application but must submit the Z.83 and a detailed Curriculum Vitae. Only
shortlisted candidates will be required /requested to submit certified copies of
qualifications and other relevant documents to HR on or before the day of the
interview. 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, identity verification, qualifications verification,
criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**
15 July 2022

**POST 24/141**

**ASSISTANT DIRECTOR (EMPLOYEE HEALTH AND WELLNESS PROGRAMME) REF NO: REFS/014432**

Directorate: Human Resource Department

**SALARY**
R382 245 per annum, (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

**Qualifications & Experience:** Matric and appropriate 3 years Degree/ National Diploma or equivalent (three year) qualification in Social Work, or a degree in Psychology e.g. Industrial and Organizational with 3-4 years in the field of the quality of work life management environment experience. Postgraduate qualification will be added advantage. Registration with the SA Council of Social Service Professions (SACSSP) or with the Health Professions Council of South Africa (HPCSA) for the Psychological Board. Knowledge: Knowledge of HIV / AIDS related issues (disability, substance abuse and retirement preparations). Knowledge and understanding of Performance Enhancement Programmes and the Public Service regulatory Framework of managing the safety and health environment. Understanding of the Mental Health Act, Occupational Health and Safety Act, and HIV / STI and TB National Strategic Plan (2012-2016). Skills: Computer literacy with working knowledge of Ms Word, Ms Excel and PowerPoint. Willingness to work extended hours and a valid driver’s licence will be added advantage.

**DUTIES**

Develop, maintain and guide the implementation of policies and programmes to ensure the health and wellness of employees in the Department. Plan, coordinate and facilitate the implementation of proactive and reactive Employee Health & Wellness Programmes. Coordinate and facilitate WHWP workshops and campaigns. Ensure the implementation and compliance with policies governing the Occupational Health and Safety Act (OHSA) in the Department. Render counselling, advice, debriefing, treatment and support to people infected and affected by HIV/AIDS as well as financial and/or social challenges in the workplace. Compile monthly and annual WHWP reports. Monitor and evaluate the effectiveness of policy implementation and in the Department. Monitor capital resources allocated to the unit. Facilitate the EHWP research process and compile reports for management decisions. Facilitate training and development of staff and support managers with regard to incapacity leave management.

**ENQUIRIES**
Ms. KG Maruma Tel No: 011 488 3759 / 3762

**APPLICATIONS**
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**
The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

**CLOSING DATE**
15 July 2022
POST 24/142 : PRODUCTION LEVEL SPEECH THERAPIST REF NO: SBAH 057/2022
Directorate: Speech Therapy

SALARY : R322 746 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A degree in Speech Therapy (ST), or Speech Therapist and Audiologist (STA) from a recognized University. Registration certificate as an independent practitioner with HPCSA. Current annual registration with HPCSA. Good verbal and written communication skills, ability to work in a team and ability to work under pressure in changing environment. To relief colleagues as the need arises and work closely with other disciplines. Experience in VFS/MBS, Alternative Augmentative Communication (Low and High Tech), Laryngectomy patients, Neurological disorders and TBI, Head and neck cancers, tracheostomies and voice disorders.

DUTIES : To provide effective speech, language and dysphagia therapy to in and out patients. The caseload will consist paediatric and adult patients in adherence with scope of practice. This includes (but is exclusive to) assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meetings within a multidisciplinary team and new services. Identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Providing public education regarding feeding and communication difficulties. Assist with management of human (including students), finance and physical resources. Adherence to legislation, regulations, ethical standards, policies, guidelines and protocols at national, provincial and institution and departmental level.

ENQUIRIES : Ms. BE Baloyi Tel No: 012 354 2714
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. 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 : 22 July 2022

POST 24/143 : OPTOMETRIST GRADE 1 – GRADE 3 REF NO: EHD2022/07/02
Directorate: Therapeutic Services (Re-Advertisement), This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : Grade 1: R322 746 - R367 299 per annum, (plus benefits) Grade 2: R378 402 – R432 684 per annum, (plus benefits) Grade 3: R445 752 – R540 954 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Grade 1: No experienced is required after registration with HPCSA as an Optometrist. Grade 2: A minimum of 10 relevant experience after registration with HPCSA as an Optometrist. Grade 3: 20 years and more relevant experience after registration with HPCSA as an Optometrist. A valid Driver’s License is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Optometry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.

DUTIES : Rendering of Eyecare Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment
of eye conditions as per Optometry scope of practices-ordinate and ensure the promotion and marketing of Optometry Services in the District. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level, Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the Eye care service delivery. Participate in research projects of the district. Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

CLOSING DATE

POST 24/144

SALARY

CENTRE

REQUIREMENTS

DUTIES

Ms AE Tshivhase /Mr G. Mavimbela Tel No: (011) 876 1776
Applications to be sent to Ekurhuleni Health District, Hand Post, and other means of posting, deliver to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
Human Resource Manager
No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

15 July 2022

OCCUPATIONAL THERAPIST SUPERVISOR REF NO: SBAH 058/2022
Directorate: Oral Health and Therapeutics Services
Grade 1: R322 746 per annum, plus benefits
Grade 2: R378 402 per annum, plus benefits
Grade 3: R445 752 per annum, plus benefits
Steve Biko Academic Hospital
Relevant Degree in Occupational Therapy. A post graduate qualification Diploma or Degree in Occupational Therapy will be an advantage. Registration with the HPCSA as independent practitioner. Proof of current registration with HPCSA. A minimum of five years’ experience post community service. At least two of these years must be in supervisory or management position. Proven experience in acute clinical care setting will be advantage. Experience with PMDS and supervision of Occupational Therapist/s and midlevel workers. Proven experience with PMDS and supervision of Occupational therapist/s and or midlevel workers. Proven student training experience.

You are responsible to manage all the Occupational Therapy services related to the acute care facility including treatment, recordkeeping, effective quality service delivery, Human Resource Management of Occupational Therapist and Midlevel workers, Financial and stock management, Quality improvement projects, Risk Management, Training and development of the Occupational Therapist staff. Your clinical duties will include the executing the Occupational Therapy process with your clinical case load in an MDT setting, allocating workload and leave management. Assist in the management of all resource of the occupational therapy, implement sectional and provincial quality assurance measure in the department. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous
professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Occupational Therapy students as required and contribute to research activities. Adhere to provincial, hospital and departmental policies, procedures and regulations.

**ENQUIRIES**: Mr. T Ncwane Tel No: 012 354 1665

**APPLICATIONS**: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**: The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. 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**: 22 July 2022

**POST 24/145**: DIAGNOSTIC RADIOGRAPHER GRADE 1 – GRADE 3 REF NO: EHD2022/07/19

**Directorate**: Therapeutic Services

**SALARY**: Grade 1: R322 746 - R367 299 per annum, (plus benefits)  
Grade 2: R378 402 – R432 684 per annum, (plus benefits)  
Grade 3: R445 752 – R540 954 per annum, (plus benefits)

**CENTRE**: Ekurhuleni Health District

**REQUIREMENTS**: National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.

**DUTIES**: Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

**ENQUIRIES**: Ms M. M Modise Tel No: (011) 876 1776

**APPLICATIONS**: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

**NOTE**: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of
CLOSING DATE : 15 July 2022

POST 24/146 : ULTRASOUND RADIOGRAPHER GRADE 1 – GRADE 3 REF NO: EHD2022/07/20
Directorate: Rehabilitation

SALARY : Grade 1: R322 746 - R367 299 per annum, (plus benefits)
Grade 2: R378 402 – R432 684 per annum, (plus benefits)
Grade 3: R445 752 – R540 954 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : National Diploma /Degree / B -Tech in Ultrasound Radiography Qualification. Registration with HPCSA as an independent Ultrasound Radiographer. A minimum of 0 – 20 years as a Sonographer/Ultrasound Radiographer. Experience in performing Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examination required. Ability to work independently as part of multi-disciplinary team. Be able to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound report writing and administrative skills and computer literacy is essential. Knowledge of relevant Health and Safety Acts and infection on control measures. Good Communication skills, interpersonal relations and problem-solving skills. Driver’s license is essential.

DUTIES : Preparing the patients for the ultrasound examinations in Ekurhuleni CHCs and clinics. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machine to view interpret images with sound waves for diagnostic and treatment of medical conditions. Co-ordinate and organize daily workload or running of the department. Must have knowledge of the department functions and equipment. Ensure that equipment is adequate maintained. Attend seminars or congress to keep up to date with the new advance in technique and technology. Monitor stock in the stock room and examination rooms maintain adequately weekly, monthly annual patient statistics. Promote teamwork, co-operate work relationship amongst staff members and other health care workers. Liaise with Physician for more information or help in department about patients.

ENQUIRIES : Ms M. M Modise Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
POST 24/147: ADMINISTRATIVE OFFICER REF NO: EHD2022/07/12 (X1 POST)
Directorate: PHC

SALARY: R261 372 – R307 890 per annum, (plus benefits)
CENTRE: Ekurhuleni Health District (Kwa-Thema CHC)
REQUIREMENTS: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patients’ administration or National diploma/degree in Administration with 3 years’ experience in patients’ administration. Must have knowledge in records management, have good communication skills. Computer literacy is essential. Driver’s license is essential.
DUTIES: Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to Ideal clinic and National Core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.

ENQUIRIES: Ms. T.O.A Moeketsi Tel No: (083) 956 3878
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 15 July 2022

POST 24/148: COMPUTER OPERATOR (NETWORK TECHNICIAN) REF NO: REFS/014433
Directorate: Information and Communication Technology

SALARY: R261 372 per annum, (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Qualifications & Experience: Grade 12 or equivalent with ICT certificate with 3 to 5 years’ ICT and Networking experience or a three-year National Diploma or Degree or related qualification from a recognized SAQA accredited tertiary institution in Information Technology with a maximum of 2 years’ ICT and Networking experience. Knowledge: Depth knowledge of CISCO platform and wireless technology. Proven work experience in configuring of network switches, routers, wireless devices. Skills: Strong communication and report writing skill. Must have sound verbal and written communication skills. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Valid driver’s license must be attached.

CLOSING DATE: 15 July 2022
DUTIES: Overseeing local area network (LAN) and wide area network (WANs) linked to various computer platforms, operating systems, network capabilities, topologies and including IP phones (VOIP). Provide network troubleshooting and support (LAN, WAN, Wireless). Installing network system to maintain connectivity of systems and source. Monitoring network issues and troubleshooting when necessary. Proactively looking for network elements and alerts that can hamper quality. Managing complex network systems, provide ongoing troubleshooting, and resolve performance problems. Attend and resolve calls logged through the service desk and escalate the calls not resolved accordingly. Support and provide guidance to clients.

ENQUIRIES
APPLICATIONS

Applications should be submitted on a (PDF Format only) to the following email-address Support.014371@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE

15 July 2022

POST 24/149:

HUMAN RESOURCE OFFICER REF NO: REFS/014371
Directorate: Forensic Medical Services
Re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply.

SALARY:

R261 372 – R307 890 per annum (Level 07), (plus benefits)

CENTRE:

Head Office

REQUIREMENTS:

An appropriate three-year National Diploma/ Degree with 3 years’ experience or Grade 12 with 5 years’ experience in Human Resource Management. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Knowledge of PERSAL and must at least be in possession of an Introduction to PERSAL certificate. Should have the ability to liaise with different stakeholders within the organisation. Must be computer literate. Must have a valid driver’s licence.

DUTIES:

Coordinate recruitment and selection processes. Monitor and coordinate PMDS, implement and execute Human Resource functions. Liaise with different work streams at E-government and internally on service benefits issues. Manage and update staff establishment, Coordinate PILIR and supervise staff. Manage and Coordinate employment equity and Skills Development, Render an effective HR advisory service to management and employees. Provide training and support to subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Attend to HR related enquiries.

ENQUIRIES
APPLICATIONS

Mr. P D Lukwareni Tel No: (060) 998 6222
Applications must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE:

Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new Z83 form with a comprehensive CV containing contactable references. In compliance to DPSA
Circular 19 of 2022 certifying documents / qualifications will only be requested from only shortlisted candidates before interview process (Applicants are not required to submit copies of qualifications and other relevant documents when applying). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

**CLOSING DATE**

15 July 2022

**POST 24/150**

**ADMINISTRATION CLERK (LABOUR RELATIONS) REF NO: REFS/014434**  
Directorate: Human Resource Management

**SALARY**

R176 310 per annum, (plus benefits)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Grade 10 or equivalent or a Grade 12 or equivalent and a Computer Certificate. Knowledge: of a limited range of work procedures and elementary clerical duties such as, HR and LR matters, Data capturing, Administration procedures relating to specific working environment including norms and standards. Knowledge of the Labour Relations field, Formulation and editing reports / minutes), Planning and organising reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skill's: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. Problem solving Maintaining discipline. Formulation and editing. The following will be an added advantage: Three-year National Diploma in HR / Labour Relations from a recognized SAQA accredited tertiary institution with 1 to 2 years’ experience in Labour Relations, Ability to handle problems and work under pressure, Ability to work individually and be a team player.

**DUTIES**

Perform all administrative duties in the Labour Relations unit, handle enquiries and complains, process grievances, capture all cases received and ensure that all Records are safely kept. Conduct preliminary investigation. Act as a secretariat in Multilaterals, Bilateral meetings with Organized Labour and during sub-directorate meetings. Provide monthly reports and make logistical arrangements of all Labour Relations unit. Compile and submit reports. Filing and retrieval of documents. Ensure abscondment procedures are followed. Assist with training needs. Ensure that the unit is in compliance with the National Core Standards.

**ENQUIRIES**

Mr. S Mpyana Tel No: 011 488 4426/3341

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

**CLOSING DATE**

15 July 2022

**POST 24/151**

**ADMINISTRATION CLERK (TRANSPORT) REF NO: REFS/014435**  
Directorate: Logistics Department

**SALARY**

R176 310 per annum, (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
Grade 10 or equivalent or a Grade 12 or equivalent and a Computer Certificate.
Knowledge: of a limited range of work procedures and elementary clerical duties such as, Administration, Data capturing, Administration procedures relating to Transport working environment including norms and standards. Knowledge on transport policies. Understanding of Public Service legislation, Regulation and Policies. Planning and organising reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skill’s: Mathematical skills, Organising, Communication skills (written, presentation, verbal and listening), Analytical thinking, Decision making skills, Strategic capability, Client orientation. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. Problem solving Maintaining discipline. Formulation and editing. The following will be an added advantage: National Diploma in Road Transport management or Public Administration and Management with 0–1 year experience in fleet management, valid driver’s licence.

DUTIES:
Monthly allocation of trip authority forms, Compile vehicle kilometres, Comply with transport policy, Report losses, incidents and accidents to Government Garage, Monthly tracker request for all vehicles. Dispatching of vehicles, Preparing booked trips for the next day, vehicles inspection before the allocation, Maintenance schedule for vehicles, Renew vehicle licence disk, Renewal of petrol cards every year, Checking on speeding fines, Filling of accidents/loss report and handing it to accident department, Checking all vehicle transaction reports, Making sure that all cars are fitted with gear locks and information tags, Monthly vehicle inspection with drivers on site, Communication and Record management, To check on all drivers who’s licences and PDP’s has expired, File all the office documents and invoices from the garage.

ENQUIRIES:
Ms. P Maruping Tel No: 011 488 3915

APPLICATIONS:
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE:
The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE:
15 July 2022

POST 24/152:
SECURITY OFFICER REF NO: REFS/014436
Directorate: Logistics Department

SALARY:
R176 310 per annum, (plus benefits)

CENTRE:
Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
Grade 10 or equivalent, Grade 12 or equivalent or NQF Level 4, Security Officers Course (New PSIRA Grade B registered), Three-year security work experience. Knowledge of the Access Control Procedures, knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures and policies e.g. (Access Control Act, Criminal Procedures Act, Protection of Information Act, MISS) and the authority of security officers under these documents. Knowledge of emergency procedures. Ability to use computer. Driver’s license. Skills: Good communication skills, statements and report writing, interpersonal skills, client
relationship management skills, problem solving, ability to keep sensitive matters confidential, professionalism, no criminal record.

**DUTIES**
Supervise security functions performed by security officers/guards and security service providers and ensure adherence to departmental security policies. Allocate duties to security guards/officers, monitor outcomes and the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry into buildings and other premises. Authorization of equipment and sores into and out of the premises. Inspect and report all non-functioning of security equipment. Check incident reports, occurrence books and other security registers. Monitor and provide support in case of emergencies. Monitor performance of employees in terms of the new PMDS. Control leave and related personnel matters in line with HR procedures and prescripts. Perform key control. Undertake building patrols to identify risks and threats to the building and personnel. Provide preliminary incident investigation and submit incident reports. Supervise control room activities and report all incidents and any non-compliance in relation to security prescripts. Keep all security registers up to date and under protection against tempering and losses.

**ENQUIRIES**
Mr. TM Paledi Tel No: 011 488 3071

**APPLICATIONS**
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**
The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

**CLOSING DATE**
15 July 2022

**POST 24/153**
ENROLLED NURSE GRADE 1(OTL) REF NO: EHD2022/07/10 (X6 POSTS)
Directorate: WBPHCOT

**SALARY**
R173 952 per annum, (plus benefits)

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
Qualifications that allow registration with SANC as an Enrolled Nurse. Current registration with SANC as an Enrolled Nurse. Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills, ability to lead a team and function as part of a team. Knowledge of Batho Pele Principles and patient’s Rights Charter. Must be prepared to work in the community. Experience as a WBPHCOT will be an added advantage. Driver’s license will be an added advantage.

**DUTIES**
Manage and supervise a team of community health workers (CHW) assigned to a health care facility and providing community –based services at ward level. Outreach Team Leader (OTL) will spend 70% of his/her time in the community supporting CHWs when doing home visits and 30% in the facility doing administrative work and assisting in the facility. Organize campaigns to address poor performing indicators of the facility and District. Ensure work allocation to the team and monitor performance (PMDS) of CHWs. Liaise with Ward Councillor with the assistance of the Facility Manager and other community structures with regards to overall activities of CHWs in the community. Coordinate and facilitate training and In-service training for CHWs.
Attend meetings, training and give feedback to the team. Compile reports and submit to the Facility Manager. Manage resources allocated to the team.

ENQUIRIES: Ms P. Motshele Tel No: (011) 878 - 8550
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE: 15 July 2022
POST 24/154: STAFF NURSE GRADE 1 REF NO: EHD2022/07/15
Directorate: Primary Health Care

SALARY: Grade 1: R173 952 per annum, (plus benefits)
CENTRE: Ekurhuleni Health District (SSDR)
REQUIREMENTS: Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statues and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC.

DUTIES: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms N.E Ndou Tel No: (011) 878 – 8540
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 15 July 2022

POST 24/155: STAFF NURSE GRADE 1 REF NO: EHD2022/07/16
Directorate: Primary Health Care

SALARY: Grade 1: R173 952 per annum, (plus benefits)
CENTRE: Ekurhuleni Health District (ESDR)
REQUIREMENTS: Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC.

DUTIES: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms N.M Xaba Tel No: (011) 737-9746
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPDA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required/ requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 15 July 2022

POST 24/156: DRIVER REF NO: REFS/014437
Directorate: Logistics Department

SALARY: R124 434 per annum, (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: ABET level 4 or Grade 10. Be in possession of a valid driver’s license with a valid PDP. Willing to renew PDP at own expense. Knowledge and understanding of customer care (Batho Pele Principles) excellent verbal and writing communication skills with good interpersonal skills. Ability to work independently and able to work shifts and work under pressure. Be prepared
to undergo drivers pre-testing exercise. The following will be an added advantage: Grade 12 with relevant 2-5 years' experience as a driver.

**DUTIES**

Provide a 24-hour service to the institution. Transport patients and staff members to and from different destinations as prescribed by the transport manager. Proper maintenance of vehicles by ensuring that the vehicle is on roadworthy condition. Proper maintenance of transport documents by ensuring that Log sheets and petrol slips are recorded after each trip, reporting any damages to the supervisor and manager as it happens within 12 hours. Transporting of theatre staff and all hospital staff members that are doing emergency cases and on standby.

**ENQUIRIES**

Ms. P Maruping Tel No: 011 488 3915

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

**CLOSING DATE**

15 July 2022

**POST 24/157**

COUNSELLOR GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2022/07/18

Directorate: Mental Health Services (NGCT)

**SALARY**

Grade 1: R279.00 per hour
Grade 2: R319.00 per hour
Grade 3: R361.00 per hour

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

Bachelor's Degree in Psychology / equivalent qualification with Psychology as a major. Registration with professional body such Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as Registered Counsellor; minimum of 12 months relevant experience; Valid driver’s license is essential. **Grade 1:** Less than 8 years relevant experience required after registration with the Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as a Counsellor. **Grade 2:** At least 8 years, but less than 16 years, relevant experience after registration with the Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) HPCSA as a Counsellor. **Grade 3:** 16 years and more relevant experience after registration with the Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as a Counsellor.

**DUTIES**

Provide general psychological services within the clinics including and not limited to: screening patients for mental health challenges and developing referral pathways; debriefing or trauma- counselling to patients visiting the health facilities; provide psycho-education and supportive counselling; establish and conduct support groups sessions, assist psychology team with awareness campaigns; participate actively in training and development initiatives; work closely with the Clinical psychologist; provide outreach services and promote the prevention of mental health disorders.

**ENQUIRIES**

Dr B.J.K Motshwane Tel No: (011) 876-1717
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE: 15 July 2022

PROVINCIAL TREASURY

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

APPLICATIONS: Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE: 18 July 2022 @12H00

NOTE: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be attached when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subject 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 filing / 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. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications.

OTHER POSTS

POST 24/158: DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: GPT/2022/6/16
Directorate: Provincial Supply Chain 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: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management/ Law/ Finance/ Public Administration. 3 -5 years’ experience in the Contract Management environment at an ASD level. Knowledge of SAP R/3 and SRM. Experience in monitoring and oversight environment will be an added advantage.

DUTIES: Stakeholder Management. Establish and maintain stakeholder list for GPG departments. Conduct monthly/quarterly meetings with GPG departments on contract management matters. Circulate and communicate any Circular/instructions related to contract management and ensure that the GPG departments comply with such. Analyse and report on contract related reports for all contracts in the GPG. Gather and analyse contract information from GPG departments and ensure that the information is accurate. Provide operational assistance to GPG departments on contract management related matters and ensure that the contract register is always updated by GPG departments. Develop contract management policies and procedure for GPG departments. Benchmark and research on best practice for contract management and implement best practice which will seek to maximise service delivery whilst minimising costs in Gauteng. Monitor and report on implementation to contract management policies and procedures. Manage the Sub Directorate: Contract Management and undertake all administrative functions required regarding financial and HR administration. Management of performance development. Develop and manage the operational plan of the sub- directorate and report on progress as required. Compile and submit all required administrative reports. Procurement and asset management for the sub directorate. Plan and allocate work and ensure quality control of work delivered by employees.

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

POST 24/159: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: GPT/2022/6/17
Directorate: Corporate Services

SALARY: R382 245 per annum, (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: A four-year tertiary qualification (NQF level 8) as recognised by SAQA in Social Work, an experience in Occupational Health and Safety (OHS) field will be an added advantage. A valid registration with the SACSSP or HPCSA. A minimum of 3 years’ experience in the administration and implementation of Employee Health and Wellness Programmes/ EAP. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Knowledge and understanding of Employee Health and Wellness Framework for the Public Service and related policies. Communication skills (verbal and written). Computer skills (Ms Office). Numerical skills. Ability to work under pressure. Experience in in Safety, Health, environment, risk and quality management (SHERQ) will be an added advantage.

DUTIES: The successful candidate will be responsible for implementing and ensuring compliance on the following policies and standards: HIV & AIDS and TB Management, Health and Productivity Management, Wellness Management,
Safety, Health, Environment, Risk and Quality Management (SHERQ).

ENQUIRIES : Ms. Refiloe. Mokadi Tel No: 011 227 9000

POST 24/160 : ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: GPT/2022/6/18
Directorate: Provincial Supply Chain Management

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA, in Supply Chain Management/ Law/ Finance/ Public Admin. 3–5 years' experience in Contract Management Environment.
DUTIES : To develop, review, and implement a contract administration service through the monitoring, reporting and execution of amendments, additions, adjustments, variations, and addenda to contracts. Stakeholder Management. Analyse and report on contract related reports for all contract in the GPG, Monitor implementation of contract management policies and procedures. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms. Refiloe Mokadi Tel No: 011 227 9000

POST 24/161 : ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPT/2022/6/19
Directorate: Corporate Services

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6 as recognised by SAQA) Human Resource Development/ Human Resource Management /Industrial Psychology. 3-5 years’ experience in an HRD administration environment. Assessor, Facilitator and Moderator certificates will be an added advantage. Knowledge of Public Service Act and Regulations, Skills Development Act, South African Qualifications Act and National Qualifications Framework Act. Good communication (verbal and written), computer literacy, report writing skills, facilitation skills, networking skills, and planning and organising skills.
DUTIES : Assist with development, evaluation, assessment and coordination of workplace skills plan. Coordinate inputs during the consultation process with role players on the Workplace Skills Plan, Assist with the compilation Work Skills Plan and Annual Training Report to SETA. Facilitation of memoranda for training and development interventions, liaise with Supply Chain Management in appointing services providers for training interventions, compile and submit training reports to internal and external stakeholder. Implementation of youth development programme. Coordinate recruitment, appointment and placement of learners and interns for the WIL, Trainee Accountant Programme and Internship Programmes, coordinate training of mentors and coaches for the Youth Development Programmes. Assist with development, implementation, and reporting on HRD Departmental plan. Collate inputs for the development/reviewal of departmental annual implementation plan, Assist with compilation of annual HRD implementation plan, Coordinate implementation of the internal and external bursary programme. Coordinate Compulsory Induction Programme. Plan and allocate resources for the rollout of Departmental Induction Programme and Public Service Induction Programme. Provide secretariat support to the Skills Development Committee. Preparing reports or presentations for the skills development committee.

ENQUIRIES : Ms. NR. Mokadi Tel No: 011 227 9000
POST 24/162: CONTRACT ADMINISTRATOR: DEMAND & CONTRACT MANAGEMENT

REF NO: GPT/2022/6/20

Directorate: Demand & Contract Management

SALARY: R261 372 per annum, (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in National Diploma in/ Degree in Finance/Supply Chain Management/Public Administration. 1-2 years' experience in Asset Management environment. This position will suit person good interpersonal, communication, negotiation, organising, and interpretation skills. Ability to pay attention to detail. Ability to work under pressure.

DUTIES: Procurement of goods and services for all GPT staff members. Management of all GPT Contracts, which entails Tracking and Collating contract information from the various Business Units within the GPT as well as BAC awards. Ensure that awarded contracts are captured on SAP: SRM and other required. Proper Contract Record Management System in place (for Auditing Purposes). Managing Call-Offs on Contracts to ensure that Suppliers are paid on time in respect of Contracts, established with them. Providing an Internal Procurement service based on the Procure to Pay Process. Maintaining a list of Unactioned RFP's and monitoring contract creation. Keeping records of all Contract Spend information (e.g., Supplier, Service, Period, Value, PO. No.) and to control these contracts on SAP.

ENQUIRIES: Mr. SB Hlomuka Tel No: 011 227 9000

POST 24/163: PERSONAL ASSISTANT: DIRECTOR ACCOUNTING SUPPORT

REF NO: GPT/2022/6/21

Chief Directorate: Financial Governance

SALARY: R261 372 per annum, (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus Secretarial Diploma or equivalent qualification. 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary Management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic Project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent Interpersonal skills and portray a professional front-line image with a thorough understanding of the Public Sector and its processes. Previous Experience working within the Accounting or Auditing environment will be an added advantage.

DUTIES: Office Administration: Implement and electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationary, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memos’s, presentations and other documents as per prescribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritize and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews, consolidate inputs from GPG departments and entities when applicable. Diary Management: Management and Maintenance of Managers’s appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action plans of meetings to ensure follow up actions are implemented and monitored. Logistical Support Services: Logistical Support Services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component. Prepare
memos required to facilitate payments to service providers where required. Keep track of budget expenditure and prepare regular expenditure reports. Reporting: Consolidate monthly and quarterly report information for the entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping.

ENQUIRIES : Ms Refiloe Mokadi Tel No: 011 227 9000
# Annexure R

**Provincial Administration: KwaZulu Natal**
**Department of Health**

## Other Posts

<table>
<thead>
<tr>
<th>POST 24/164</th>
<th><strong>Head Clinical Unit (Medical) Ref No: UMKH 07/2022</strong></th>
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<tbody>
<tr>
<td><strong>Component:</strong> District Clinical Specialist Team</td>
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<tr>
<td><strong>Salary:</strong> R1 754 739 per annum, (all inclusive package), consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: Rural allowance on claim basis.</td>
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<tr>
<td><strong>Centre:</strong> Umkhanyakude Health District Office</td>
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### Requirements
- Minimum Requirements for the post: Senior Certificate or Grade 12; Plus Appropriate specialist Qualification i.e. MBChB plus a Master’s Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); Plus Current proof of registration with the relevant professional statutory body; PLUS At least 5 years’ experience as a Medical Specialist. Unendorsed valid Code B driver’s license (code 08). Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

### Duties
- General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new borns and children at all levels within UMkhanyakude Health district. Promote equitable access to an appropriate level of care for all mothers, new borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospital is optional. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for UMkhanyakude Health District. Support Service Delivery: Support clinics in local regional and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Support Health Systems And Logistics: Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control ) and the organization (performance reviews). Initiate support and evaluation processes, effective use of data and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research: this may require involvement with local academic. Collaborate, Communicate and Report Affectively: Foster effective community and relevant non-government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional. Assist with the recruitment and management of relevant human resources.

### Enquiries
- Ms. M.P Themba Tel No: 035 – 572 1328/90

### Applications
- to be forwarded to: The District Director: UMkhanyakude Health District Office, P/ Bag x 026, Jozini, 3969.
FOR ATTENTION : Mr. FG Cele: AD: Human Resource Manager
NOTE : Directions to the candidates: The following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 03/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department: We welcome applications from persons with disabilities.

CLOSING DATE : 15 July 2022
POST 24/165 : PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: CJMNC01/2022

Component: Charles Johnson Memorial Nursing Campus

SALARY : R963 723 per annum, an all-inclusive package. Other Benefits: 12% Rural allowance, Medical aid (optional) and Housing allowance
CENTRE : Charles Johnson Memorial Hospital
REQUIREMENTS : Minimum Qualifications and Experience Requirements: Senior Certificate/Grade 12 Plus; Current registration (2022) with SANC as a General Nurse, Midwife/Accoucher Plus; Post-basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus; In possession of an unendorsed valid RSA Driver’s Licence Plus; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Unendorsed valid driver’s licence. Recommendations: One year Post Basic qualification – SANC regulation (R212) Masters’ Degree in Nursing. Basic Computer Literacy (certificate required) 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. Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.

DUTIES : Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical
accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff. Undertakes quality promotion programmes within the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Liaises with relevant internal and external stakeholders on nursing education issues. Please note that due to financial constraints, no S&T and resettlement claims will be considered for payment to candidates that are invited for interviews. The contents of this circular minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

NOTE: Directions to Candidates: The following documents must be submitted: Application for Employment Form (Form Z83 new version), which is obtainable at any Government 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. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMN/01/2022. Faxed and emailed applications will NOT be accepted. Failure to comply with the above instructions will disqualify applicants. 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us three (3) months after the closing date, please consider your application as being unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from South African Qualifications Authority (SAQA) to their application. Non-RSA Citizens/Permanent 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 levels of all occupational categories in the Department).

ENQUIRIES: Mrs SD Gumede Tel No: 033 940 4905, Vice Principal: KZN College of Nursing
APPLICATIONS: must be forwarded to: The Hospital CEO Charles Johnson Memorial Hospital, Private Bag X 5503, Nqutu, 3135.
FOR ATTENTION: AD Nkosi: Human Resource Manager
CLOSING DATE: 15 July 2022
POST 24/166: OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 03/2022 (X1 POST)
SALARY: Grade 1 R571 242 – R642 933 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met
CENTRE: Nellies Farm Clinic
REQUIREMENTS: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required for the post: Knowledge of nursing care processes and
procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

**DUTIES**

- Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. Ensure effective utilisation of human resources; material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary care. Compile monthly, quarterly statistics and other reports. Ensure proper usage of equipment and machinery.

**ENQUIRIES**

Mrs T.P. Magudulela Tel No: (034) 621 6217

**APPLICATIONS**

All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Dumaco1 Road; Dannhauser, 3080.

**FOR ATTENTION**

Mrs DBP Buthelezi

**NOTE**

Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae 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 HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications 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. Preference will be - African Male.

**CLOSING DATE**

22 July 2022

**POST 24/167**

OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: SMH 02/2022)

**Directorate:** Clinical

**SALARY**

R571 242 per annum, (plus 13th cheque, Medical Aid –optional, Housing Allowance (employee must meet prescribed requirements)

**CENTRE**

Howick

**REQUIREMENTS**

Matric/Standard 10/Grade 12 or equivalent qualification. Degree/Diploma in Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212. Certificate of registration as post basic qualification in Nursing Psychiatry. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years must be appropriate/recognizable experience after obtaining post basic

**DUTIES**

Manage and lead the unit in rendering efficient and professional nursing care as laid down by the nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, cooperatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and healthcare in the unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMD. Participate in health promotion and illness prevention initiatives within the institution.

**ENQUIRIES**

Mrs ST Chule Tel No: 033 3306 146

**APPLICATIONS**

The Human Resource Manager, Umgeni Specialized Psychiatric Hospital, Private Bag X23, Howick, 3290. Hand delivered applications may be submitted at the HR Office Admin Block, Howick, 3290.

**FOR ATTENTION**

Mr BM Gwamanda

Applications should be submitted on amended form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s license (Certified copies of qualifications will be requested from shortlisted candidates only). 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 applicants 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. Due to financial constraints, subsistence and travelling allowance will not be paid to candidates invited to attend the interview.

**CLOSING DATE**

18 July 2022

**POST 24/168**

**OPERATIONAL MANAGER NURSING SPECIALTY: GRADE 1 REF NO: HRM 24/2022 (X1 POST)**

Directorate: Operating Theatre

**SALARY**

Grade 1: R571 242 – R642 933 per annum, (including benefits)

**CENTRE**

King Edward VIII Hospital (KEH) to be based at St. Aidens Hospital

**REQUIREMENTS**

Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing and midwifery, Degree/Diploma in Operating Theatre, Current registration with SANC as registered nurse and midwife/accoucher, Current SANC receipt for 2022, A minimum of 9 years appropriate/recognizable
experience in Nursing after registration as a Professional nurse and midwife with SANC in General Nursing. At least 5 years of the above should be experience in Operating Theatre Unit after obtaining the 1 year post basic qualification in the relevant specialty. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Computer literacy.

Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills, Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, clinical competencies and policy formulation, Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control, Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures, Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills, Basic financial management skills, Knowledge of Code of Conduct, Labour Relations and related polices.

**DUTIES**

Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner, Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence, Participate and ensure implementation of Regulated Norms and standards, National Health Priorities, Ideal Hospital and Maintenance Realization, Batho Pele principles, quality improvement initiatives including national priority program plans, Identify staff training needs, ensure that effective development takes place and monitor performance thereof, Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial etc., Ensure proper and cost-effective utilization of all material resources, Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures, Participate in analysis, formulation, implementation and review of hospital and unit-standard operating procedures, standards and procedures, Take charge ship of hospital after hours in the absence of senior management, Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards, Demonstrate adequate knowledge of Covid-19 protocols, Attend meetings held in the institution/outside, Coordinate in the Covid-19 Vaccine Rollout Program.

**ENQUIRIES**

Mrs. S.D. Pillay at 063 081 1045

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

**NOTE**

An Application for Employment Form (Z83) and detailed Curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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 APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

**CLOSING DATE**

15 July 2022
POST 24/169: CLINICAL PROGRAMME COORDINATOR: (PHC TRAINER) REF NO: UMKH 05/2022 (X1 POST)
Component: PHC Development and Training

SALARY: R450 939 per annum, Plus 13TH cheque, housing allowance, medical aid (optional) and rural allowance (conditions apply)

CENTRE: Umkhanyakude Health District Office

REQUIREMENTS: minimum requirements for the post: Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing. A valid code B driving license. Recommendation: One year post basic qualification in Primary Health Care. Knowledge, Skills and Competences Required: Depth understanding of Nursing legislation and related legal and ethical nursing practices. Basic understanding of human resource and financial practice and policies. Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant Health facility. Good communication Skills. Presentation Skills. Basic computer literacy as support tool to enhance service delivery.

DUTIES: Coordinate the audit of clinical skills and the development of training plans for all clinical trainings in the district. Identify network with NGO’s, Educational Departments and Municipal Health Bodies to assist in the request for quality care in the district. Arrange in conjunction with the Human Resource Development Unit for delegates to attend training courses. Monitoring and evaluating the training activities and measuring the outcomes of the district are training initiatives. Development and review of training curriculum aligned with changes in service delivery policies and feedback from the monitoring and evaluation component. Manage all resources allocated to the unit.

ENQUIRIES: Mr. B.P Fakude Tel No: 035-572 1328/90

APPLICATIONS: must be forwarded to: The Director: District Health office, UMKhanyakude Health District Office, P/ Bag x 026, Jozini, 3969

FOR ATTENTION: Mr. FG Cele: Human Resource Manager

NOTE: Directions to the candidates: The following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 03/2022: NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department: We welcome applications from persons with disabilities.

CLOSING DATE: 15 July 2022

POST 24/170: PROFESSIONAL NURSE SPECIALTY (ICU/HIGH CARE): GRADE 1 REF NO: HRM 25/2022 (X2 POSTS)
Directorate: ICU/High Care

SALARY: Grade 1: R388 974 – R450 939 per annum, (including benefits)

CENTRE: King Edward VIII Hospital (KEH) to be based at St. Aidens Hospital

REQUIREMENTS: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, Registration with S.A.N.C. as a General Nurse and Critical
Care, One year Post Basic registration Degree/Diploma in Critical Care plus 4 years appropriate / recognizable registration experience as a General Nurse, Proof of current registration with SANC 2022, Proof of experience and/or certificate of service is compulsory and must have complete dates and months, Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills, Demonstrate ethical nursing practices, professionalism, responsiveness, pro-activeness, accuracy and flexibility, and initiative, co-operation, and supportive and assertive conflict management and negotiation skills, Ability to work in a team.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a safe therapeutic environment for staff, patients and public, Provide direct and indirect supervision of all Nursing Staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication with patients, families, multi-disciplinary team and other departments within the institution, Assist in record keeping and provide statistical information, Assist in orientation, induction, in-service, teaching of all staff, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of supervision and act as junior shift leader, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources, Maintain professional growth/ethical standard and self-development.

ENQUIRIES : Mrs. S.D. Pillay at 063 081 1045
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) and detailed Curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za 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 APR/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 15 July 2022

POST 24/171 : CLINICAL LECTURER REF NO: BNC 01/2022 (X1 POST)

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R624 216 per annum
Plus 13 Cheque, 12% Rural Allowance, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Benedictine Hospital, Nongoma

Senior Certificate/Grade 12, A Diploma/ Degree in Nursing: General, Midwifery/ Psychiatric and Community, Post Basic qualification in Nursing Education registered with SANC, Grade 1: A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council, Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification, in possession of an unendorsed valid RSA Drivers licence (EB). Recommendation: Masters’ Degree in Nursing, Basic computer course.
Knowledge, skills, training and competencies required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must; Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, have in-depth knowledge of procedures and processes related to nursing and nursing education, possess sound knowledge and understanding of nursing code of ethics and professional practice, Possess in-depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management and problem solving skills, Possess good communication and interpersonal skills, Willingness to travel.

DUTIES: Provide effective and efficient clinical training of nurse learners, Develop/design, review and evaluate clinical evaluation tools, Coordinate clinical learning exposure of nurse learners between the Campus and clinical area, Implement assessment strategies to determine nurse learner's competencies, Exercise control over nurse learners, Implement the quality management system for the Nursing Education Institution, Help learners to integrate theoretical knowledge according to level of training in a real clinical situation, Evaluate learners performance knowledge and attitude continuously, Socialize learners into the nursing profession, Participate in the academic management of learner’s experiential learning, Organize and maximize learning opportunities for learners.

ENQUIRIES: Campus Principal: Mrs. JF Zwane Tel No: 0358317107

APPLICATIONS: All applications should be posted to: The Campus Principal, Benedictine Campus, Private Bag x 5002, Nongoma, 3950. Hand delivered application may be submitted at Benedictine Campus Admin office, The Acting Registrar Academic Vryheid Main Road, Nongoma, 3950.

NOTE: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za. The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number BNC 01/2022. Fax ed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC), It is the applicant’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA) and to provide proof of such evaluation on application. People with disabilities should feel free to apply for the post. Failure to comply will result in the application not being considered. 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: 22 July 2022

POST 24/172: LECTURER REF NO: BNC 02/2022 (X1 POST)

SALARY: Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R624 216 per annum
Plus 13 Cheque, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE: Benedictine Hospital, Nongoma

REQUIREMENTS: Senior Certificate/Grade 12, A Diploma/ Degree in Nursing; General, Midwifery/ Psychiatric and Community, Post Basic qualification in Nursing Education registered with SANC, Grade 1: A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council, Grade 2: A minimum of fourteen (14)
years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/or Nursing Education after obtaining the 1 year post qualification, in possession of an unendorsed valid RSA Drivers licence (EB). Recommendation: Masters’ Degree in Nursing, Basic computer course. Knowledge, skills, training and competencies required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, have in-depth knowledge of procedures and processes related to nursing and nursing education, possess sound knowledge and understanding of nursing code of ethics and professional practice, Possess in-depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management and problem solving skills, Possess good communication and interpersonal skills, Willingness to travel.

**DUTIES**

Provide quality education and training to student nurses, Coordinate clinical learning exposure of nurse learners between the Campus and clinical area, Implement assessment strategies to determine nurse learner’s competencies, Support the mission and promote the image of the College, Ensure control over students, Implement the quality management system for the Nursing Education Institution, Coordinate theory and practical for student training, Develop and monitor the implementation of academic programs, Moderate tests and examination questions and marking guides, Moderate marking of tests and examination.

**ENQUIRIES**

Campus Principal: Mrs. JF Zwane Tel No: 0358317107

**APPLICATIONS**

All applications should be posted to: The Campus Principal, Benedictine Campus, Private Bag x 5002, Nongoma, 3950. Hand delivered application may be submitted at Benedictine Campus Admin office, The Acting Registrar Academic Vryheid Main Road, Nongoma, 3950.

**NOTE**

Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za. The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number BNC 01/2022. Faxed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC), It is the applicant’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA) and to provide proof of such evaluation on application. People with disabilities should feel free to apply for the post. Failure to comply will result in the application not being considered. 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**

22 July 2022

**POST 24/173**

**ASSISTANT DIRECTOR: HR LABOUR RELATIONS REF NO: HRM LAB. 01/2021**

**SALARY**

R382 245 – R450 255 per annum. Other Benefits: 13TH cheque, medical aid (optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE**

Ladysmith Regional Hospital

**REQUIREMENTS**

An appropriate three (3) year tertiary qualification in Human Resource Management/Public Management/Labour Relations/Labour Law at NQF level
6 and / or Equivalent qualification (NQF level and Credits). Five (5) years’ experience in Labour Relation of which three (3) years must be supervisory level. Computer literacy in MSWord, MS Excel and Power Point. Valid Driver’s license. Proof of current and previous work experience endorsed by Human Resource Manager or delegated person. (Certificate of Service must be attached as proof of work experience). Knowledge, Skills and Experience Required: The incumbent must be willing to travel. Extensive knowledge in Public service prescripts and legislations, Human Resource Administration and Labour matters Policy formulation and implementation, planning and organizing, Knowledge of PERSAL, knowledge of reporting procedures. Research and Finance Matters. Management skills, Communication skills, organizing and planning, investigative and analytical thinking skills. Ability to develop new ideas that impact on existing methods, policies and understanding. Ability to diffuse conflict situation and maintain.

DUTIES: Implement and Monitor Policies, Procedures and processes to ensure: Effective and Efficient functioning of Institutional Management Labour Committees. Manage human, financial and all resources in the Sub – directorate, develop and manage Labour Relations Policies and Prescripts. Investigate, analyze special cases referred to the sub - component and identify risks, gaps and conduct in – service training and induction training. Manage and facilitate the grievance Resolution process and procedure. Manage and facilitate Misconduct cases. Represent the Employer during dispute resolution Processes, disseminate relevant and contemporary information on Labour Relations matters. Provide Specialist Labour Relation advice to all staff members and management.

ENQUIRIES: Mrs. M.Q. Khanyile Tel No: 036-6372111

APPLICATIONS: to be posted to: The Hospital CEO (Applications), Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370, OR Hand Delivered to: 36 Malcolm Road, Hospital Park, Ladysmith, 3370.

CLOSING DATE: 29 July 2022

POST 24/174: PERSONAL ASSISTANT TO HEAD CLINICAL DEPARTMENT (MEDICAL)

REF NO: GS 28/22

Components: Paediatrics & Child Health (X1 Post), Anaesthetics & Critical Pain Management (X1 Post)

SALARY: R261 372 per annum (Level 07), plus 13th cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement.

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: Diploma/Certificate (higher than Senior Certificate but lower than Degree/National Diploma) Plus 3- 5 years’ clerical /administrative experience. Recommendation: Prior secretarial experience in the medical field will be a distinct advantage. Experience working in the public sector will be an advantage. Unendorsed valid Code 08 driver’s license advantageous. Knowledge, Skills and Experience: The incumbent of this post will report to the Head Clinical Department (HCD), and will be responsible to render administrative support and secretarial services to the HCD. The ideal candidate must have: Knowledge of/adhere to policies, practices and protocol, maintaining strict confidentiality. Sound knowledge and understanding of office management and secretarial function. Advanced computer knowledge (including MS Office, Intranet and Internet) with fast and accurate typing skills. Excellent communication/language skills in English, both written and spoken, with ability to express facts in a clear and logical manner (Command of another South African language advantageous). Organizational, time management, minute taking and report compilation skills. Telephone etiquette, people skills and conflict management skills. Ability to identify and handle confidential matters appropriately. Ability to work independently, problem-solve effectively and efficiently, without supervision when necessary, and remain calm and competent under pressure. Display attention to detail at all times, especially when key tasks are subject to timeframes and deadlines. A proactive, solution seeking approach to work, with ability to take responsibility/ownership of the post. Flexibility around working hours, if, and when necessary. Basic numeric ability (financial planning), procurement and project management knowledge.

DUTIES: Provide secretarial/receptionist and administrative support services to the HCD in a timeous and efficient manner. Ability to supervise and direct lower level staff (office interns and L5 admin officers) in order to maximize their productivity. Proactive and comprehensive management and coordination of
the HCD’s diary/schedule and logistical planning issues, to ensure optimal productivity. Manage and coordinate all office activities including effective information and document flow, and standard office procurement/expenditure oversight. Provide specific administrative and secretarial support regarding meetings involving the HCD – preparation / minute taking / follow up action – liaison with internal and external stakeholders to promote good relationships and appropriate access. Maintain computer databases and records and administer the office document management system. Provide administrative support services to the HCD team when required. Operate standard office equipment (fax, photocopying, printing, scanning, digital camera, digital voice recording etc.). Make and manage conference calls via both Zoom and Microsoft Teams.

ENQUIRIES
: Dr ME Morgan (Paediatrics post) Tel No: 033 897 3264
: Dr Zane Farina (Anaesthetics) Tel No: 033 897 3413

APPLICATIONS
: Applications to be forwarded to: The Human Resources Management Office,
: Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION
: Mrs M Chandulal

NOTE
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. Please note that candidates who are short-listed will be required to perform a computer skills/typing test assessment, which will further contribute to the selection of candidates invited for the final interview process. The employment equity target for this post is: African Male, Indian Male, White Male, Coloured Male

CLOSING DATE
: 15 July 2022

POST 24/175
: SUPPLY CHAIN CLERK (SUPERVISOR) (DEMAND MANAGEMENT) REF NO: GS 29/22

Component: Supply Chain

SALARY
: R261 372 per annum (Level 07), plus 13TH cheque, medical aid (optional), homeowners allowance (employee must meet prescribed requirement

CENTRE
: Greys Hospital, Pietermaritzburg

REQUIREMENTS
: Senior Certificate (Standard 10/Grade 12) or equivalent. A minimum of 3-5 years appropriate or recognizable supply chain management experience. Knowledge, Skills and Experience: Possess knowledge of legislative prescripts governing the Public Service e.g P.F.M.A, Treasury Regulations, and related acts. Good verbal and written communication skills. Possess technical knowledge of Supply Chain Management practices, directives, regulations and legislation. Sound knowledge of Warehouse/Logistic Management. Ability to work under pressure and team player. Good Organizational, planning, and team building skills. Ability to uphold confidentiality. Ability to plan, organize and meet deadlines. Computer Literacy with proficiency in Microsoft office Software applications, MS Word and Excel. Code 8 drivers license.

DUTIES
: Responsible for Demand component. Develop and implement standard of performance in Demand component. Compile and submit the cash flow approval documents. Present documents to cash flow committee. Compile procurement plan for the institution. Assist end user with compilation of specifications. Conduct and analyze market research for goods and services. Attend site meeting when necessary. Assist with advertising of quotations. Implement risk management to prevent fraud and corruption. Assist with in house contracts and maintenance of contract register. Monitor staff performance through EPMD. Planning and assigning work to Junior staff.

ENQUIRIES
: Mrs B.G.Anderson Tel No: 033 897 3368

APPLICATIONS
: Applications to be forwarded to: The Human Resources Management Office,
: Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION
: Mrs M Chandulal

NOTE
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The employment equity target for this post is African Male, Indian Male, White Male, Coloured Male

CLOSING DATE
: 15 July 2022
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 18 July 2022

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

OTHER POSTS

POST 24/176: SENIOR LECTURER: ANIMAL HUSBANDRY REF NO: AGR 36/2022

SALARY: R382 245 per annum (Level 09)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 4-year BSc degree (or higher qualification); A minimum of 6 years appropriate experience. Recommendation: Successfully completed training as an assessor and/or moderator; Expertise to teach related subject. Competencies: Proven knowledge of the subject field; Skills needed: Supervisory and management; Communication (written and verbal); Computer literacy; Leadership; Planning and Organising; Formal training and presentation.

DUTIES: Ensure that classes are conducted by supervisees; Develop and implement the academic curriculum for the subject field; Conduct classes; Prepare lesson plans and present practical, theoretical and/or short courses; Ensure that student advisory services are provided; Perform and oversee administrative and related functions; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field; Renew and develop course material and study guides.

ENQUIRIES: Ms H. Rodkin at Tel No: (021) 808 7039

POST 24/177: LEARNERSHIP COORDINATOR REF NO: AGR 35/2022

SALARY: R321 543 per annum (Level 08)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Agriculture or related field; A minimum of 3 years appropriate experience in the education and training environment. A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Learnership legislative prescripts and framework; Financial Management and budget control; Assessment, evaluation methods and procedures; SAQA/NQF framework; Curriculum structure and framework compilation; SETA and QCTO processes; Human resource management and development practices; Relevant education, training and development strategies influencing the agricultural industry; Social and life skills orientation Programmes; Student information systems and learner management systems; POPI Act. Skills needed: Communication (written and Verbal); Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Assessment and moderation, Presentation, facilitation, coaching and mentoring; Ability to work independently and as part of a team.

DUTIES: Coordination of Learnership Programmes(s) and liaison with industry role-players and stakeholders' Administrative responsibility; Compilation of learnership programme modules for delivery; Assessment, Evaluation, Moderation of learnership programme; Provide research inputs.
ENQUIRIES : Ms H. Rodkin at Tel No: (021) 808 7039

POST 24/178 : ADMINISTRATION CLERK: VETERINARY PUBLIC HEALTH (MILNERTON)  
REF NO: AGR 34/2022

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A higher qualification than a Senior Certificate (Grade 12); Proven computer literate. Competencies: A good understanding of the following: Communication (written and verbal) skills; Proven computer literacy (MS Word, MS Excel, MS Access; MS Teams); Record keeping; Planning and organising; Analytical thinking; Problem solving; Negotiation; Basic numeracy.

DUTIES : Provide the following services: Reception; Typing; Office administration; Logistical support; Administrative and related functions.
ENQUIRIES : Dr V Henwood at Tel No: (021) 808 5377

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 18 July 2022

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

OTHER POSTS

POST 24/179 : SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 15/2022 (X2 POSTS)

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree or higher) in the field of Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering or Building Sciences; A minimum of 5 years relevant experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Masters Qualification in the field of Architecture, Anthropology, History, Art History, Town & Regional planner, Engineering or Building Sciences. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage Resources Management policies and guidelines; Written and verbal communication skills; Related legislation in the heritage management process; Ability to synthesize and present complex scenarios.

DUTIES : Processing most complex and advanced application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for the most complex cases for formal protection of Heritage Resources; Monitor and enforce compliance with most sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional/technical assistance/ advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals; Brief Counsel or State Prosecutor on the technical details with regards to court cases; Populate database as required; Ensure proper storage of moveable artifacts associated with sites.

ENQUIRIES : Mr M. Janse van Rensburg at Tel No: (021) 483 9598
POST 24/180

ADMINISTRATION CLERK: PUBLIC LIBRARY ENHANCEMENT REF NO: CAS 16/2022

SALARY: R176 310 per annum (Level 05)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant exposure/experience in an administrative environment; Working knowledge of public/provincial libraries. Competencies: Knowledge and understanding of the following: Filing; Appropriate administrative procedures; Minute taking; Spreadsheets and report writing; Skills in the following: Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Verbal and written communication; Planning and organising; Interpersonal and decision making; Handling of conflict; Ability to work independently and as part of a team.

DUTIES: Finance/ SCM responsibilities; Co-ordinate and distribute information in the Public Enhancement Division; Liaison and Communication; Administrative functions.

ENQUIRIES: Ms E Waters at Tel No: (021) 483 5140

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 18 July 2022

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

OTHER POSTS

POST 24/181

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CS 18/2022

SALARY: R382 245 per annum (Level 09)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Supply Chain Management, Logistic or related; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation and policies; LOGIS and IPS/e-PS; Applicable legislative and regulatory requirements, policies, and standards (National Treasury Act, PFMA, PPPFA, BBBEE act); BIDS, contracts, leases, and service level agreements in the Public Sector; Diverse stakeholder management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving; Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

DUTIES: Procurement advisory function, implementation of procurement planning, systems & processes to the Department and operational management relating to SCM; EPS & BID Administration; SCM policy development and guideline documents; Ensure monthly, quarterly and annual reporting; People management; Labour relations.

ENQUIRIES: Mr LR Lawrence at Tel No: (021) 483 6059
POST 24/182

CHIEF SECURITY ADVISOR: SECURITY INVESTIGATIONS AND COUNTER MEASURES REF NO: CS 09/2022 R1

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY: R321 543 per annum (Level 08)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge of the following: Risk Management ISO 31000, Business Continuity Management ISO 22301, Information Security ISO 27001 and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

DUTIES: Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

ENQUIRIES: Ms K Schumann at Tel No: (021) 483 4061

POST 24/183

PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: CS 16/2022

SALARY: R176 310 per annum (Level 05)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Application of relevant legislation; Working knowledge of systems; Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Researching; Organising and planning; Basic analytical; General administration; Office administration; Proven computer literacy.

DUTIES: Demand and acquisition services: Register and capture information of suppliers on LOGIS (Logistical Information System); Tender and contracts: Maintain a database of suppliers; Payments: Capturing invoices and creating payments; Warehousing and transit: Posting of relevant documentation on the LOGIS system.

ENQUIRIES: Mr I Thompson at Tel No: (021) 483 8579

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 18 July 2022
NOTE: Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POST

POST 24/184 :  DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 09/2022

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree or higher) in Economics, Business or related field; A minimum of 3 years management level experience. Recommendation: A post-graduate tertiary qualification in Economics, Business or related field; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications; Financial management; Stakeholder management; Management principles; Project management; Applicable policies and procedures; Relationship management; Public service procedure; Labour relations; Policy analysis. Skills needed: Strategic, operational planning and management; People Management; Problem solving; Sound budgeting and cash flow management; Facilitation; Presentation; Policy Formulation; Communication (written and verbal); Conflict management; Interpersonal relations; Analytical thinking; Motivational; Networking and linking; Driving; Information technology and computer proficiency; Economic and financial analysis; Legal administration. Ability to interpret and apply relevant policies and procedures.

DUTIES : Develop, implement and monitor programmatic initiatives to: Provide opportunities (e.g., procurement and access to markets) for small business; Enable small business access to non-financial and financial support, entrepreneurship opportunities and innovation; Improve the enabling environment and enhancing the ease of doing business for business through government and private sector interaction. Strengthen partnerships to provide business development support services (e.g., leverage funding and access to market opportunities) to enhance business sustainability and growth. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate’s budget and manage expenditure, through responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently.

ENQUIRIES : Mr J. Wolmarans at Tel No: (021) 483 8110/ 2628

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 18 July 2022

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

OTHER POSTS

POST 24/185 : CONTROL ENVIRONMENTAL OFFICER: AIR QUALITY REGULATORY SERVICES REF NO: EADP 13/2022

SALARY : Grade A: R502 647 per annum, (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS: An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B or higher) driving license. Recommendation: Knowledge and experience of the following: Integrated environmental management, as it relates to: Air quality management processes and systems; Relevant environmental legislation & policies as it relates to National Environmental Management Act (NEMA); Relevant Specific Environmental Management Acts (SEMA’s), compliance monitoring & enforcement of authorisation and / air quality licenses; Strategic planning, financial management and human resource management (supervision); Project management. Competencies: Knowledge of the following: Relevant environmental legislation and policies, as it relates to air quality management and the atmospheric emission licensing system; Compliance monitoring and enforcement of environmental authorisations and/or atmospheric emission licensing systems and activities; Human resource management, financial management requirements and relevant fiscal policies, regulations and legislation and administration procedures; Strategic Planning, Financial and Human Resource Management (Supervision/Leadership); Skills needed: Written and verbal communication skills; Conflict Resolution; Time Management; Report writing.

DUTIES: Manage and provide the following: Strategic and specialist inputs on the development and administration of air quality management systems and policies (norms and standards, guidelines and air quality regulatory services); Specialist inputs towards the development and implementation of air quality regulatory projects and capacity building of staff, municipalities and industry; Specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Technical and subject specific comment and advice on technical reports (e.g. Air Quality reports, basic assessments, scoping and EIA’s, etc.); Financial and Human Resource Management, including general office management.

ENQUIRIES: Dr J Leaner at Tel No: (021) 483 2888

POST 24/186: ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ADAPTATION REF NO: EADP 14/2022

REQUIREMENTS: An Honours degree (or higher qualification) in Social, Natural, Physical, or Environmental Sciences or relevant Engineering qualification or equivalent; A valid (Code B or higher) driving license. Recommendation: Post qualification experience in climate change adaptation projects implementation. Competencies: Knowledge in the following: Development and or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards (climate change); Mainstreaming and capacity building climate change programmes; Development and rollout of financing and funding models; Strategic thinking and passionate about environmental issues; Leadership abilities (e.g. to facilitate workshops and drive mindset change); Communication (written, verbal and presentation) skills.

DUTIES: Support the development and implementation of dedicated provincial and municipal climate change programmes, including: Adaptation programmes, mitigation programmes and related disaster risk reduction; Conduct research and assist with the development and / or mainstreaming of climate change policies; Develop presentation materials on climate change responses; Deliver presentations on climate change responses to government, civil society and business; Organise meetings, climate change awareness events, seminars and conferences; Drive initiatives to mainstream climate change into provincial and local government and sector specific programmes; Maintain and expand a database on climate change projects; Investigate funding models and sources to promote the implementation of climate change projects.

ENQUIRIES: Mr G Isaacs at Tel No: (021) 483 2775
POST 24/187

ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): REMEDIATION AND EMERGENCY INCIDENT MANAGEMENT

REF NO: EADP 15/2022

SALARY: R408 075 per annum, (OSD as prescribed)

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours degree (NQF 8) in natural, physical, environmental science or engineering; A valid code B driving licence. Recommendation: Extensive relevant working experience. Competencies: Knowledge of the following: Environmental management, including soil plus surface and groundwater pollution and management; Environmental legislation; Skills needed: Communication (written and verbal) and report writing; Meeting and facilitation; Problem solving; Computer literacy; Must have the ability to work independently as well as within a team; Ability to analyse and interpret scientific and technical reports and scientific data.

DUTIES: Provide specialist input regarding remediation of contaminated soil and water; Manage and provide specialist technical comment, advice and guidance on environmental technical reports to organs of state and other stakeholders regarding pollution and chemicals management; Provide specialist pollution and chemicals management advice regarding compliance and enforcement of the department's statutory obligations, including the National Environmental Management: Waste Act (NEMWA), specifically part 8, and the National Environmental Management Act (NEMA), specifically section 30 and section 28; Administer cases in terms of part 8 of NEMWA and section 30 of NEMA; Ensure response to emergency incidents and complaints pertaining to pollution; Perform all administrative and related functions.

ENQUIRIES: Ms W Kloppers at Tel No: (021) 483 4656 / 082 8076191

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 24/188

MANAGER: MEDICAL SERVICES GRADE 1

West Coast District

SALARY: R1 191 510 per annum. A portion of the package can be structured according to the individual's personal needs.

CENTRE: Swartland Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. (Independent Practice). Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hour’s work. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

DUTIES: Strategic and operational management of all health services in the Swartland Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with professional laws of the country. Establish systems to manage risks and quality in the Swartland Sub-district in order to ensure support of the patient centered experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support
service delivery of all the health service platforms in the Swartland Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 24/189

DEPUTY DIRECTOR: TECHNICAL SERVICES
Directorate: Health Technology (Goodwood Clinical Engineering Workshop)

Salaries
R744 255 per annum. (A portion of the package can be structured according to the individual’s personal needs).

CENTRE
Head Office, Cape Town

REQUIREMENTS

DUTIES

ENQUIRIES
Ms Z Zigayi Tel No: (021) 815-8638
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
15 July 2022

POST 24/190

ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)

SALARY
R624 216 per annum (PNB4)

CENTRE
Groote Schuur Hospital

REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing; Medical and Surgical Nursing Science: Oncology; Advanced Psychiatry Nursing Science; Advanced Midwifery and Neonatal Nursing Science; Critical Care: General, Critical Care Nursing: Trauma and Emergency; Nephrology Nursing Science; Orthopaedic Nursing or Ophthalmology Nursing. Registration with a professional body: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recongnizable experience in
nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

**DUTIES**

Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

**ENQUIRIES**

Mr A Mohamed Tel No: (021) 404-2071

**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**

15 July 2022

**POST 24/191**

**SALARY**

R588 390 per annum

**CENTRE**

Western Cape College of Nursing (based at: WCCN Central Administration Offices in Stikland).

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Diploma in Nursing Education. A relevant Master’s degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post-basic qualification. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Ability to communicate effectively (verbal and written) in at least two of the three official languages in Western Cape Province. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. A deep knowledge of South Africa Nursing Council Education Regulations. A sound knowledge of student registration as learner and completion of training with the South African Nursing Council. Computer literacy (MS Word, Excel, PowerPoint). Application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Facilitation, presentation, and management skill. Organizational and problem-solving skills. Program and project management skills.

**DUTIES**

Participate in the overall Academic Governance and business processes of the college. Manage Academic Governance in the provision of education and training to student nurses within the allocated programme/disciplines. Manage and coordinate clinical learning exposure of students between college and clinical areas. People Management. Support and promote the image of the College and Participate in Research. Oversee the supervision and support of students. Manage students training records. Monitoring and evaluation of academic performance standards.

**ENQUIRIES**

Dr T Mabuda Tel No: (021) 831-5801

**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 : 15 July 2022

POST 24/192 : CHIEF DIETICIAN: GRADE 1 (X2 POSTS)

SALARY : Grade 1: R473 112 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with the HPCSA as a Dietitian. Experience: A minimum of 3 years appropriate experience as a Dietician after registration with the HPCSA. Competencies (knowledge/skills): Teaching and presentation skills. Human resource and supervisory experience. Good verbal and communication skills with a proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Provide a comprehensive clinical service in assigned clinical areas. Monitor, supervise, co-ordinate and develop the clinical service within the Dietetics department, to ensure optimal and appropriate patient care. Render a support service to the head of the Dietetics Department. Assist with the administrative and human resource management of the dietetics department. Identify needs and manage and participate in professional training and development of knowledge and skills in the department. Engage in student clinical training and related academic activities.

ENQUIRIES : Mr L Naidoo Tel No: (021) 404-2263
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 : 15 July 2022

POST 24/193 : CHIEF MEDICAL ORTHOTIST AND PROSTHETIST: GRADE 1
Chief Directorate: Metro Health Services

SALARY : Grade 1: R473 112 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands).
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist/Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with the HPCSA. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation, and conflict-resolution skills. Special expertise/competency in Prosthetics and service delivery mechanisms in accordance with the DOH’s HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in Public Sector People-, Finance- & Supply Chain Management processes and information management. Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Strategic- and Operational Management of the Prosthetic section (OFS) at the Orthotic and Prosthetic Centre, WCDHW. Comprehensive Clinical Governance and Clinical Practice review, including the development and implementation of clinical protocols, guidelines, SOP’s. Comprehensive People-, Financial- and Supply Chain Management of the prosthetic section, within allocated resource8799++JNMs and according to prescripts. Estate- and Asset Management, including participate in the OPC refurbishment project and Information Management. Liaison with internal- and external stakeholders as required to improve the continuity of care.

ENQUIRIES : Mr H Human Tel No: (021) 370-2313
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 : 15 July 2022

POST 24/194 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES : (Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LK de Goede Tel No: (044) 802-4352
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 : 15 July 2022

POST 24/195 : CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8% of basic salary).

CENTRE : Haarlem CC, George Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with the duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty of learning opportunities that foster professional growth and improvement in nursing and health care. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary and to work at other clinics in
the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

**DUTIES**

Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding communities.

**ENQUIRIES**

Ms MJF Marthinus Tel No: (044) 814-1100

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

15 July 2022

**POST 24/196**

**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

**SALARY**

Grade 1: R388 974 per annum (PN-B1)

Grade 2: R478 404 per annum (PN-B2)

(Plus a non-pensionable rural allowance of 8% of basic salary).

**CENTRE**

Dysselsdorp Clinic

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (4B). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty of learning opportunities that foster professional growth and improvement in nursing and health care. Inherent requirements of the job: Registration with the SANC as Professional Nurse and proof of current registration. Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

**DUTIES**

Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community Link with the community structures and NPO’s. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.

**ENQUIRIES**

Ms J Matyhila Tel No: (044) 203-7205.

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

15 July 2022

**POST 24/197**

**ADVISORY OFFICER: HUMAN RESOURCE MANAGEMENT ADVISORY SERVICES (X3 POSTS)**

Directorate: People Strategy

Sub- directorate: People Management, Compliance and Training (This post is currently based on the premises of Karl Bremer Hospital – Bellville Health Park Building)

**SALARY**

R382 245 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Appropriate supervisory
experience. Inherent requirement of the job: Valid (B/ EB) driver’s license (certified copy). Willingness to work away from home on a continuous basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Ability to communicate in at least two of the three official languages of the Western Cape. Extensive knowledge and sound practical skills of the PERSAL system. Sound practical computer skills in MS Office package: (Word, Excel, Power Point, etc.), Outlook, Teams. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.

**DUTIES**: Perform PM compliance investigations at health facilities in the Western Cape in terms of the correct application of Human Resource Legislation, policies, practices and conditions of service. Analysing and interpreting of policies. Give guidance/advice to PM offices and Line managers as well as managing a team during HR investigations. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training with regard to the correct application of Human Resource Legislation, policies, practices and conditions of service. Compile and maintain PM Procedure Manuals according to changes in policy and procedures. Perform a client services function e.g. PM Helpdesk and Pension Helpdesk with regard to Conditions of Service. Provide efficient support to manager during HRM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.

**ENQUIRIES**: Ms C Schwartz Tel No: (021) 815-8783

**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**: 15 July 2022

**POST 24/198**: COMMUNICATION OFFICER

Directorate: Communications (Stationed at Red Cross War Memorial Children’s Hospital)

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism or Public Relations. Experience: Appropriate management experience. Appropriate experience in a communication, public relations or marketing environment. Inherent requirement of the job: Valid driver’s license. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.

**DUTIES**: Implementation of corporate communication plans and campaigns. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).

**ENQUIRIES**: Mr B La Hoe Tel No: (072) 368-0596

**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**: 15 July 2022

**POST 24/199**: SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL AND EQUIPMENT SAFETY AND HEALTH CARE WASTE OFFICER

Directorate: Facilities Management

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Cape Town

Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills. Attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook). People management skills, ability to work in a team and independently. Good verbal and written communication skills.

**DUTIES**


**ENQUIRIES**

Mr A Thomas Tel No: (021) 918-1233

**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**

15 July 2022

**POST 24/200**

SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT

West Coast District

**SALARY**

R321 543 per annum

**CENTRE**

Vredenburg Hospital

**REQUIREMENTS**

- Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management & Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers’ license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

**DUTIES**

- Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS. Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

**ENQUIRIES**

Mr R van Staden Tel No: (022) 487-9208

**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**

15 July 2022

**POST 24/201**

ARTISAN FOREMAN: GRADE A (MECHANICAL)

Directorate: Engineering and Technical Support Services (Metro West Hub, Retreat)

**SALARY**

Grade A: R308 826 per annum

**CENTRE**

Head Office, Cape Town
**REQUIREMENTS**


**DUTIES**

Perform standby duties. Perform necessary supervisory and administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist and supervise the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Chief Artisan with their duties.

**ENQUIRIES**

Mr K Matthews Tel No: (021) 71-5940

**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**

15 July 2022

**POST 24/202**

**ADMINISTRATION CLERK: FINANCE/ADMIN**

Garden Route District

**SALARY**

R176 310 per annum

**CENTRE**

Oudtshoorn Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel); Knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently.

**DUTIES**

Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destroy folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.

**ENQUIRIES**

Mr C Roman Tel No: (044) 203-7264

**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**

15 July 2022

**POST 24/203**

**ADMINISTRATION CLERK: ADMISSIONS**

Garden Route District

**SALARY**

R176 310 per annum

**CENTRE**

Bridgeton CDC, Oudtshoorn Sub-district

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administrative experience in a Health Facility. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

**DUTIES**

Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock.
control. Act responsible with regard to service ethics, norms, and standards. 
Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms C Engelbracht Tel No: (044) 279-2641
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 : 15 July 2022

POST 24/204 : ADMINISTRATION CLERK: ADMISSIONS
West Coast District

SALARY : R176 310 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate Cashier experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility and to work independently and unsupervised and the knowledge in the handling of cash management and to prepare and analyse figures and amounts. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of Financial Systems.

DUTIES : The administration-, recording and allocation of state monies. The capturing of deposits and reconciliation of suspense accounts on financial system. Capturing of Payments, journals, Substance and Travel payments. Management and preparing of monthly petty cash replenishment. Control and safe keeping of documents. Respond to all audit queries in the directorate and administrative support to section.

ENQUIRIES : Ms V Ratshana Tel No: (022) 487 9244
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 : 15 July 2022

POST 24/205 : DRIVER (HEAVY DUTY VEHICLE)

SALARY : R124 434 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver’s license with Public Drivers Permit (PDP). Physically fit to lift and load heavy items. Willingness to be on standby and work overtime. Be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, inspections for defects on vehicles. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

DUTIES : Transport goods, clients, post, medication, equipment, and personnel from one point to another. Government garage regulation compliance; ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary. Support to supervisor when required.

ENQUIRIES : Mr AG Loff Tel No: (021)658-5121
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 July 2022
**POST 24/206** : GENERAL WORKER (STORES ASSISTANT)  
Directorate: Pharmacy Services, Cape Medical Depot

**SALARY** : R104 073 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** :  
Minimum educational qualification: Basic numeracy and literacy skills.  
Experience: Appropriate experience in a Warehouse environment. Inherent requirement: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits as the primary / main function.  
Preferably be in possession of a valid forklift driver’s license or be prepared and capable of being trained as a forklift driver.  
Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Ability to read and write.

**DUTIES** : Loading and offloading of goods to and from the delivery vehicles. Move goods to and from different sections via a pallet jack or forklift.  
Operation of the goods lift to move goods to and from sections via a pallet jack.  

**ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

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**POST 24/207** : PORTER

**SALARY** : R104 073 per annum  
**CENTRE** : Red Cross War Memorial Children’s Hospital, Rondebosch  
**REQUIREMENTS** :  
Minimum requirement: Basic reading, writing and numerical abilities.  
Experience: Porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including nightshifts, weekends and public holiday. Willingness to handle bodies (corpses). Ability to handle heavy objects.  
Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards and from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.

**ENQUIRIES** : Mr F Snyders Tel No: (021) 658 5457  
**APPLICATIONS** : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

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**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE** : 18 July 2022

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

**OTHER POST**

<table>
<thead>
<tr>
<th>POST 24/208</th>
<th>PROGRAMME MANAGER (CHIEF ENGINEER/ CHIEF ARCHITECT/ CHIEF QUANTITY SURVEYOR/ CHIEF CONSTRUCTION PROJECT MANAGER)</th>
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<td>REF NO:</td>
<td>HS 11/2022</td>
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**SALARY**

- Chief Engineer - Grade A: R1 058 469 per annum, (OSD as prescribed)
- Chief Construction Project Manager – Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed)
- Chief Architect – Grade A: R912 048 per annum, all-inclusive salary package, (OSD as prescribed)
- Chief Quantity Surveyor – Grade A: R912 048 per annum, all-inclusive salary package, (OSD as prescribed)

**CENTRE**

Department of Human Settlements, Western Cape Government

**REQUIREMENTS**

- Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; A minimum of 6 years post qualification experience required as a registered professional Engineer; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Or B-Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience; Compulsory registration with SACAP as a professional Architect; A valid driving licence. Or B-Degree in Quantity Survey or relevant Qualification; A minimum of 6 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid driving licence. Or BTech or higher qualification (Built Environment field); A minimum of 6 years experience as a registered Professional Construction Project Manager with the SACPCMP; Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment; A valid driving licence. Recommendation: Experience in project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Disciplinary measures and the application thereof; Legal compliance with the built environment; Financial management; Programme/project management, research and planning procedures; Contract documentation and administration; Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation. Good communication (written and verbal) skills; Apply expertise and technology; Ability to undertake risk analyses and develop risk mitigation strategies; Proven computer literacy; Leadership, teamwork and organising skills; Conflict Management skills and the ability to work under pressure and meet strict deadlines.

**DUTIES**

- Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the predetermined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes; Financial Management; Governance; People Management.

**ENQUIRIES**

Ms PN Mayisela Tel No: (021) 483 2854

**DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE**

18 July 2022

**NOTE**

Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 214.
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OTHER POSTS

POST 24/209: DEPUTY DIRECTOR: HOD SUPPORT REF NO: LG 21/2022

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

CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Office Administration, Management or Administration; A minimum of 6-years experience of which 3-years must be on a management level rendering executive support functions to top management; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Meeting procedures; Budgeting and Financial Management; Communication and Information Management. Skills needed: Good interpersonal and decision-making; Communication (verbal and written); Advanced computer literacy; Customer service orientation; Organizing and planning. Ability to: Deal with enquiries/complaints.

DUTIES: Render secretarial support to the HoD in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings; Manage the following: All administrative support functions in the office of the HoD, ensuring the proper flow of information and correspondence to and from the HoD; Finances of the unit; Execute research, analyse information and compile complex documents and submissions of strategic nature for the MEC, HoD and members of Top Management; Draft replies and memorandum of strategic nature on behalf of the HoD; Ensure operational planning and work organization of the unit; Develop and maintain systems, procedures and protocols; Manage the resource within the office including budget and finance of the component; Coordinate and provide technical support to the HoD in respect of performance management (PA's) of members of Top Management and members of the department SMS team; Strategic coordination function in respect of integration of the work of the office with stakeholders and medium to long term key strategic deliverables of the HOD.

ENQUIRIES: Mr FF Matthee at Tel No: (021) 483 2051

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 18 July 2022

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

OTHER POST

POST 24/210: SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITIONS AND CONTRACT MANAGEMENT REF NO: DOTP 33/2022 R1

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY: R321 543 per annum (Level 08)

CENTRE: Department of the Premier, Western Cape Government
**REQUIREMENTS**: An appropriate 3-year B-Degree/National Diploma; A minimum of 3 years experience in a Supply Chain Management working environment. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury Regulations (NTR’s); Provincial Treasury Directives/Instructions (PTI’s); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skill (written and verbal); Supervisory; Report writing and presentation.

**DUTIES**: Bid administration and management and secretariat function for all quotation committees; Bid specifications, bid evaluation committee’s and advisory function to all SCM committees; Manage the Electronic Purchasing System; Contract administration; Managing RT contracts; Verification of contract invoices before processing; Compliance verification of requisitions.

**ENQUIRIES**: Mr R. Williams at Tel No: (021) 483 0598

**CLOSING DATE**: 18 July 2022

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

**OTHER POSTS**

**POST 24/211**: SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION (GOODWOOD) REF NO: DSD 33/2022

**SALARY**: Grade 1: R806 811 – R908 085 per annum, (as prescribed by OSD) Grade 2: R963 387 – R1 116 831 per annum, (as prescribed by OSD)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

**DUTIES**: Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical
and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES: Ms S Abrahams at Tel No: (021) 483 7672
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 24/212: SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION (KHAYELITSHA) REF NO: DSD 32/2022

SALARY: Grade 1: R806 811 – R908 085 per annum, (as prescribed by OSD)
Grade 2: R963 387 – R1 116 831 per annum, (as prescribed by OSD)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES: Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES: Ms M Harris at Tel No: (021) 826 6070
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 24/213: SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BELLVILLE) REF NO: DSD 34/2022

SALARY: R389 991 – R452 106 per annum, (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the
SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

**DUTIES**

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

**ENQUIRIES**

Ms S Abrahams at Tel No: (021) 483 7672

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 24/214**

**ADMINISTRATIVE OFFICER (MONITORING): CHILD PROTECTION REF NO: DSD 15/2022**

**SALARY**

R321 543 per annum (Level 08)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; The following skills: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.

**DUTIES**

Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO’s; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES**

Mr T Kwakwini at Tel No: (021) 483 4115

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 24/215**

**ADMINISTRATIVE OFFICER (MONITORING): YOUTH DEVELOPMENT REF NO: DSD 16/2022**

**SALARY**

R321 543 per annum (Level 08)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication.

**DUTIES**

Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO’S; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES**

Mr L Arnolds at Tel No: (021) 483 6654

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 24/216

SOCIAL WORKER: SOCIAL WORK SERVICES (BELLVILLE) REF NO: DSD 22/2022

SALARY

Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

Ms S Cummings at Tel No: (021) 483 7938

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/217

SOCIAL WORKER: SOCIAL WORK REF NO: DSD 23/2022 SERVICES (X2 POSTS AVAILABLE IN SOMERSET WEST)

SALARY

Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration
as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES:** Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES:** Mr F Gezwind at Tel No: (021) 812 0925

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncape.gov.erecruit.co](https://westerncape.gov.erecruit.co)

**POST 24/218:** SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 24/2022 (X7 POSTS AVAILABLE BREEDRIVER, BREED VALLEY AND STELLENBOSCH)

**SALARY:**
- Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
- Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
- Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
- Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to
promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Mr D Eland at Tel No: (023) 347 0757

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 24/219**: SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 25/2022 (X1 POST IN MILNERTON AND X1 POST IN DELFT)

**SALARY**: Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed) Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed) Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed) Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms C Engel at Tel No: (021) 483 7675
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 24/220: SOCIAL WORKER: SOCIAL WORK SERVICES (DRAKENSTEIN) REF NO: DSD 26/2022

SALARY:
Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.

Grade 1: No experience;
Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Competencies:
- Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards);
- Supervision framework for Social Workers;
- Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being;
- Social Work theory and interventions;
- Information and Knowledge Management;
- Protocol and professional ethics;
- Social dynamics, work values and principles;
- Developing and empowering others;
- Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion;
- The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities;
- The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively;
- Proven computer literacy;
- Report writing skills;
- Self-Management skills;
- Good planning and organisational skills;
- Presentation and facilitation skills;
- Client orientation and customer focus;
- Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES:
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES:
Ms M Arendse at Tel No: (023) 348 5300

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 24/221: SOCIAL WORKER: SOCIAL WORK SERVICES (FISHHOEK) REF NO: DSD 27/2022

SALARY:
Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.

Grade 1: No experience;
Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Competencies:
- Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards);
- Supervision framework for Social Workers;
- Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being;
- Social Work theory and interventions;
- Information and Knowledge Management;
- Protocol and professional ethics;
- Social dynamics, work values and principles;
- Developing and empowering others;
- Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion;
- The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities;
- The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively;
- Proven computer literacy;
- Report writing skills;
- Self-Management skills;
- Good planning and organisational skills;
- Presentation and facilitation skills;
- Client orientation and customer focus;
- Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES:
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES:
Ms M Arendse at Tel No: (023) 348 5300

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression and discrimination; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**
- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**
Ms I April at Tel No: (021) 763 6217

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 24/222**
SOCIAL WORKER: SOCIAL WORK SERVICES (GENDER BASED VIOLENCE - KHAYELITSHA) REF NO: DSD 28/2022

**SALARY**
- Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
- Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
- Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
- Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression and discrimination and
exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Written and verbal communication skills.

**DUTIES**: 
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: 
Mr FM Gezwind at Tel No: (021) 633 6124

**APPLICATIONS**: 
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

**POST 24/223**: 
SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 29/2022 (X5 POSTS IN VARIOUS LOCATIONS)

**SALARY**
Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Services Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new
POST 24/224: SOCIAL WORKER: OLDER PERSONS AND DISABILITY REF NO: DSD 30/2022 (X2 POSTS)

SALARY:
Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.

Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES:
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES: Ms D Fortuin Tel No: (021)-483 3992
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
**POST 24/225**: SOCIAL WORKER: SOCIAL WORK SERVICES (THEEWATERSKLOOF)

**REF NO**: DSD 31/2022

**SALARY**
- Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
- Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
- Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
- Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.
  - **Grade 1**: No experience;
  - **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
  - **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
  - **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**
- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES**
Mr D Eland at Tel No: (023) 347 0757

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

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**POST 24/226**: SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE AND RETREAT) REF NO: DSD 35/2022

**SALARY**
- Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
- Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
- Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
- Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
- A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.
  - **Grade 1**: No experience;
  - **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
  - **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;
  - **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**
- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES**
Mr D Eland at Tel No: (023) 347 0757

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression and discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that result in or stem from social instability in any form; Evaluate NPOs compliance against Legislative/Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES**

Mr Q Arendse Tel No: (021) 763 6206

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 24/227**

**EDUCATION OFFICER: FACILITY MANAGEMENT REF NO: DSD 17/2022 (X18 POSTS IN VARIOUS LOCATIONS)**

**SALARY**

R261 372 per annum (Level 07)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate 4-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills in the following: Problem solving; Sound budgeting; Planning; Facilitation skills; Written and verbal communication.

**DUTIES**

Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to
date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES
: Ms D Baugaard Tel No: (021) 826 5972

APPLICATIONS
: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/228
: ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DSD 12/2022

SALARY
: R176 310 per annum (Level 05)

CENTRE
: Department of Social Development, Western Cape Government

REQUIREMENTS
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and Organising.

DUTIES
: Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

ENQUIRIES
: Ms V Hurling at Tel No: (021) 483 6741

APPLICATIONS
: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/229
: ADMINISTRATION CLERK: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 13/2022

SALARY
: R176 310 per annum (Level 05)

CENTRE
: Department of Social Development, Western Cape Government

REQUIREMENTS
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and Organising.

DUTIES
: Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

ENQUIRIES
: Ms L Sylvester-Rose at Tel No: (021) 483 8050

APPLICATIONS
: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/230
: ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO : DSD 14/2022 (X4 POSTS IN VARIOUS LOCATIONS)

SALARY
: R176 310 per annum (Level 05)

CENTRE
: Department of Social Development, Western Cape Government

REQUIREMENTS
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and Organising.

DUTIES
: Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

ENQUIRIES
: Mr C Hanekom at Tel No: (023) 814 2815

APPLICATIONS
: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/231
: REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 18/2022

SALARY
: R176 310 per annum (Level 05)

CENTRE
: Department of Social Development, Western Cape Government
**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (or higher) driving license. People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: Registry duties, practices and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Skills needed: Proven computer literacy; Planning and organisation; Problem-solving; Written and verbal communication skills; Ability to capture data.

**DUTIES**: Provide registry counter services; Attend to clients; Handle telephonic and other enquiries received; Handle incoming and outgoing correspondence; Distribute notices on registry issues; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal; Electronic scanning of files; Sort and package files for archives and distribution.

**ENQUIRIES**: Mr KJ Marthinus at Tel No: (021) 483 8833

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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**POST 24/232**: SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT REF NO: DSD 19/2022 (X2 POSTS)

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification); Competencies: A good understanding of the following: Supply chain duties and practices; Legislative framework governing the Public Service; Skills needed: Proven computer literacy; Planning and organising; Communication skill (written and verbal); Ability to capture data, operate computer and collecting statistics.

**DUTIES**: Render asset management clerical support; Compile and maintain records (e.g asset records/databases); Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database; Render a budget support service; Place orders for goods.

**ENQUIRIES**: Mr R Martin at Tel No: (021) 483 6004

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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**POST 24/233**: SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 21/2022 (X1 POST IN SOMERSET WEST AND X1 POST IN KHAYELITSHA)

**SALARY**: Grade 1: R150 438 – R169 332 per annum, (OSD as prescribed) Grade 2: R179 637 – R202 176 per annum, (OSD as prescribed) Grade 3: R214 494 – R269 301 per annum, (OSD as prescribed)

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as
Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.

**DUTIES**

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES**

Mr FM Gezwind at Tel No: (021) 633 6124

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 24/235 : DEPUTY DIRECTOR: SAFETY TRAINING (GENE LOUW TRAFFIC COLLEGE) REF NO: TPW 58/2022

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 6 years management level experience; 3 years’ experience in the traffic or policing field. Recommendation: Experience in the field of training and development; Registered Traffic Officer; Diploma Examiner for Driving Licence; Diploma Examiner of Vehicles; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Report writing; Research; Technical expertise. Skills needed: Management; Analytical thinking; Communication (written and verbal); Proven computer literacy in MS Office packages.

DUTIES : Provide strategic guidance for the development of operational plan for the sub-directorate that links to directorate’s action plan. Generic management functions which entail managing the following: The development of subordinates; Adhering to and promoting of statutory prescripts; Manage the budget of sub-directorate; Manage Gene Louw College facilities, equipment and all training interventions; Manage the development, maintenance, application and evaluation of all relevant policies and processes at the College.

ENQUIRIES APPLICATIONS : Mr D Lakey at Tel No: (021) 483 2213

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/236 : ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 156/2021 R1

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY : Grade A: R369 351 - R398 166 per annum
Grade B: R420 402 - R452 895 per annum
Grade C: R480 678 - R566 223 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government

Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience in road maintenance and construction; A valid driving licence (Code B). Recommendation: Willingness to travel; Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, repair and construction of gravel and surfaced roads; A valid Code EC driving licence with PDP. Competencies: Knowledge of the following: Relevant legislation and specifications; Computer-aided engineering applications; Research and development; Project management; Road construction and maintenance methods industry best practice; Technical design and analysis of road infrastructure; Skills needed: Written and verbal communication skills, proven computer literacy (MS Office), strategic capability, leadership, technical report writing skills.

DUTIES : Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Develop construction and maintenance methods guidelines and update annually; Training and production monitoring and improvement of in-house maintenance and construction work; Provide on the job/in-house training, presenting and facilitating; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies.
ENQUIRIES: Mr S Schoeman at Tel No: (044) 272 6071
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/237: PROJECT INFORMATION ADMINISTRATOR REF NO: TPW 74/2022

SALARY: R321 543 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 years’ experience in an information management support or training working environment. Competencies: Knowledge of the following: Information management; Training and support of users; Principles and processes for providing customer and personal services. Skills needed: Planning; Organising; Record keeping; Communication (Verbal and written); Leadership; Supervision; Computer literate (highly proficient in all MS Office applications, including MS Project). Ability to do the following: Work under pressure and meet deadlines; Work individually and in a team environment; Manage information.

DUTIES: Effectively manage Project Administrators who are responsible for the accurate and timeous inputting of programme and project information into the Project Management Information System (PMIS); Maintain a high degree of competency (super-user) in the use and application of the enterprise wide PMIS (Microsoft EPM) and MS Project Professional; Create and enter new projects, assist users, effectively address user concerns, administer, distribute, forward and file project and programme information and create the required user reports; Ensure the quality of collected data associated with contract, project and programme undertaken by, inter alia, comparing data with source documents and perform reconciliations and verification of project financial information; Ensure relevant, accurate and current project related information and data both physical as well as electronic; Ensure project data integrity at all times; Attend meetings, take, distribute and file minutes, and manage document change management processes.

ENQUIRIES: Mr P. Williams at Tel No: (021) 483 4573
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/238: CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: TPW 160/2021 R1

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY: R261 372 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years’ experience in a registry environment. Recommendation: An appropriate registry clerk/records management course. Competencies: Knowledge of the following: Records management practice; Internal office procedures, e.g. copy, sort, fax and verify document legibility; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable information management systems; Procedures for receiving, responding to and managing requests / enquiries; Operation and maintenance of office machines and other equipment; Communication (written and verbal) skills; Concern for others; Diversity citizenship; Self-management; Team work and client relations skills.

DUTIES: Supervise the opening of physical and electronic files and maintenance of file covers; Ensure correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Allocating reference numbers; Supervise effective and efficient handling of clients’ enquiries, requests and pending for files and records; Managing the register of opened files; Ensure effective opening, sorting physical and electronic (Virtual Mail) distribution of mail and documents; Supervise staff and ensure they receive on-the-job training.

ENQUIRIES: Mr R Plaatjies at Tel No: (021) 483 9590
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/239

ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP REF NO: TPW 13/2021 R3

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY:
- Grade A: R193 512 - R214 770 per annum
- Grade B: R227 943 - R252 984 per annum
- Grade C: R266 109 - R329 580 per annum
(Salary will be determined as per OSD prescripts)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
- Appropriate Trade Test Certificate; A valid Code EC driving license). Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem-solving skills; Good time management skills.

DUTIES:
- Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

ENQUIRIES: Mr R Oliver at Tel No: (021) 959 7700

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 24/240

ACCOUNTING CLERK: FRAUD AND LOSSES CONTROL REF NO: TPW 77/2022

SALARY: R176 310 per annum (Level 05)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
- Grade 12 (Senior Certificate or equivalent qualification) with Accounting and/or Mathematics as a passed subject; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Recommendation: Proven experience/exposure in Loss Control and dealing with claims; Ability to adhere to strict financial and legal deadlines/timeframes and work under pressure. Competencies: Knowledge and understanding of the following: WCG Control processes and procedures; Management of losses and claims as per PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses; Monitor and prevent prescription; Skills in the following: Communication (written and verbal) and report writing; Basic investigations, organising, planning (time management), problem solving and analytical; Ability to assess evidence w.r.t losses and claims and basic investigation.

DUTIES:
- Claims against the State (Public Liability Claims) and claims by the State (Claims recoverable); Theft (losses or damages through criminal acts or omissions); Assist in the management of all types of losses of the department; Assist to investigate collisions (AD's and ADM's) and compiling BAS (Basic Accountant System) payments and journals for damages and losses and theft and losses; Register of cases on the Western Cape Government Loss Control System and ensuring that the electronic register is updated regularly with the required information; Assist with compiling referrals to the State Attorney via Legal Services; Assist with drafting of write-off submissions, submissions to the higher authority and memorandums to management.

ENQUIRIES: Ms LD Atkins at Tel No: (021) 483 3743

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co