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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2022

DATE ISSUED 14 JANUARY 2022

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF WATER & SANITATION:** Kindly take note that the post of Artisan Foreman with reference number: 201221/04 advertised in Public Service Vacancy Circular 43 dated 3 December 2021 will be filled on Grade A and not Grade B. The closing date has been extended to 28 January 2022. Applications: Central Operations (Usutu River). Please email your application quoting the relevant reference number on the subject line to [arfeur@dws.gov.za](mailto:arfeur@dws.gov.za) For Attention: Ms Thomo K. **EASTERN CAPE: DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the post of Professional Construction Project Manager Gr B (Provincial Office) with Ref No: DSD 01/11/2021 and Admin Clerk: ECD (provincial Office) were advertised in Public Service Vacancy Circular 44 dated 10 December 2021 are withdrawn **GAUTENG: DEPARTMENT OF ROADS AND TRANSPORT:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 43 dated 03 December 2021, The Duration has been amended as follows (1) Specialist: HIV, AIDS, STI& TB (HAST) with Ref No: REFS/012566; 12

months contract. (2) Specialist: Employee Health and Wellness with Ref No: REFS/012567; 12 months contract. The closing date has been extended to 04 February 2022

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**DEPARTMENT OF BASIC EDUCATION**

***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) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.***

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 04 February 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

**MANAGEMENT ECHELON**

- POST 01/01** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL**  
Branch: Office of the Director-General  
Chief Director: Office of the Director-General Support Services
- SALARY** : R1 251 183 per annum, (All-Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification (NQF level 7) as recognized by SAQA; At least 5 years' experience at senior managerial level. Management experience in the education sector and the communication field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively. Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability to ensure the effective management of the Chief Directorate. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at promoting the health and wellness of learners in order to support quality teaching and learning.
- DUTIES** : The successful candidate will be responsible to oversee the administration of the office of the Director-General; Provide general support services to the Director-General; Support the Director-General in the execution of his duties, particularly with regards to FOSAD, government clusters, SMM, MMM, HEDCOM, CEM and Parliament; Manage the parliamentary offices in Pretoria and Cape Town during sessions. Manage business processes and workflow in the office of the Director-General including and efficient record keeping system; Liaise with the Ministry and other Branches within the Department; Support the Director-General in his monitoring and oversight role in the provinces; Provide strategic support for provincial interventions; Ensure effective liaison and

**ENQUIRIES**  
**NOTE**

system co-ordination of support services; Manage identified project for the Director-General.

- : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
- : A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as 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**

: 01 February 2022 at 16:00

**NOTE**

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

**ERRATUM:** Kindly note the advertised post of Practitioner: Collective Bargaining, Ref No: HR 4/21/09/18HO for Head Office, Pretoria is withdrawn. The post was advertised on PSVC no 36 of 2021 dated 15 October 2021 with a closing date of 01 November 2021. Sorry for inconvenience. Enquiries: Ms Kopano Evah Kgathanye Tel No: (012)309 4555 and the post of Deputy Director: Occupational Health, Safety and Employee Wellness, Ref No: HR 4/4/8/98 for Provincial Office Northern Cape-Kimberly is a 12 months (1 year) contract post not permanent. The post is advertised on PSVC no 42 of 2021

with a closing date of 13 December 2021. Sorry for inconvenience. Enquiries:  
Ms Zanele Mazibuko Tel No: 053 838 1515.

#### OTHER POSTS

**POST 01/02** : **DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: HR 4/21/10/03**

**SALARY CENTRE REQUIREMENTS** : R744 522 per annum, (all inclusive)  
: SEE, Silverton, Pretoria  
: Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Supply Chain Management / Purchasing / Logistics / Public Administration / Management. Five (5) years' experience of which two (2) years Middle Management level (Assistant Director level) and three (3) years functional experience in Supply Chain Management. Knowledge: Public Finance Management Act, Supply Chain Procedures, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Departmental policies and procedures, Batho Pele principles. Skills: Leadership, Project Management, Financial Management, Asset Management, Communication, Interpersonal relation.

**DUTIES** : Manage the Procurement Policy and Asset Management Strategies, Frameworks and related Policies and procedures. Manage demand and acquisition of goods and services in SEE. Manage assets, asset management systems and controls (including fleet) within SEE. Manage SCM performance reporting and supplier performance and/or contracts. Manage the resources within the SCM unit.

**ENQUIRIES APPLICATIONS** : Ms M Sebaka Tel No: 012 843 7300  
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

**POST 01/03** : **DEPUTY DIRECTOR: ADMINISTRATION AND STRATEGIC SUPPORT REF NO: HR 4/21/12/10HO**  
(Re-advertisement: those who applied before are encouraged to apply again)

**SALARY CENTRE REQUIREMENTS** : R744 522 per annum, (all inclusive)  
: Head Office, Pretoria  
: Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/ Public Management/ Business Management/ Human Resource Management. Five (5) years' experience of which two (2) years Middle Management (ASD level) and three (3) years functional experience in the Office Director General/ Deputy Minister/ Minister environment. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Minimum Information Security Standards, Departmental policies and procedures, PFMA, Batho Pele Principles, Treasury Regulations, Employment Service Act, Skills Development. Skills: Communication, Analytical, General Management, Interpersonal relation, Problem solving, Project Management, Financial management, Leadership, Conflict Management, Facilitation, Innovation.

**DUTIES** : Provide strategic project coordination service within Director-General office. Provide advice to Management in the office of the DG on the status image of the Department emanating from internal and external Stakeholders. Provide information analysis support on the matter raised by the Director-General through Stakeholder Relationship and Hotline. Develop and ensure the implementation of Administrative measures for the efficient operation of the Director General's office. Manage Effective and efficient coordination of the secretariat services for various committee meeting.

**ENQUIRIES APPLICATIONS** : Adv M Ntleki Tel No: 012 309 4264  
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za

**POST 01/04** : **PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/382**

**SALARY** : R477 090 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Mechanical Engineering. Four (4) functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interview Skills, Presentation, Innovative, Analytical, Research, Project Management.

**DUTIES** : Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislations. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Medical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action including preparation of legal proceedings.

**ENQUIRIES** : Mr. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: [Jobs-WC@labour.gov.za](mailto:Jobs-WC@labour.gov.za)

**POST 01/05** : **INSPECTOR REF NO: HR4/4/10/391**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape)  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level of 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. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape. Email: [Jobs-WC@labour.gov.za](mailto:Jobs-WC@labour.gov.za)

**POST 01/06** : **OHS INSPECTOR REF NO: HR 4/4/10/392**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Worcester (Western Cape)  
**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. A valid drivers licence. Zero Experience. 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 APPLICATIONS** : Mr. Q Bowman Tel: 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town Email: [Jobs-WC@labour.gov.za](mailto:Jobs-WC@labour.gov.za)

**POST 01/07** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/1/51**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Maletswai Labour Centre  
: Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

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

**ENQUIRIES APPLICATIONS** : Mr RM Mbali Tel No: (045) 8075400  
: Deputy Director Labour Centre Operations: Private Bag x 6045, Maletswai, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha. E-mail: [Jobs-EC@Labour.gov.za](mailto:Jobs-EC@Labour.gov.za)

**POST 01/08** : **MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) GRADE 1-3 REF NO: HR 4/4/4/08/01 (X2 POSTS)**

**SALARY** : Grade 1: R260 760 – R302 292 per annum, (OSD)  
: Grade 2: R320 703 – R368 307 per annum, (OSD)  
: Grade 3: R388 974 - R492 756 per annum, (OSD)  
**CENTRE REQUIREMENTS** : Provincial Office: Gauteng  
: Four (4yrs) Degree/ Three (3yrs) Diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital or private hospital is

required. **Grade1:** 2-9 years' experience gained after registration. **Grade2:** 10-19 years' experience gained after registration: **Grade3:** 20 years-above experience gained after registration Experience in medical claims processing/ insurance environment will be an added advantage. Driver's Licence is required. Registration with the South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services ,Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices ,Compensation Fund policies, procedures and processes ,Stakeholders and customers ,Customer Services (Batho-Pele Principles) ,COIDA tariffs ,Technical Knowledge ,PFMA and National Treasury Regulations ,Public Service Act. Skills: Rehabilitation, Analytical , Business Writing , Financial Management , Knowledge Management , Planning and Organising , Problem Solving and Analyses ,Decision Making, Client orientation and Customer Focus Skills

**DUTIES** : Coordinate early rehabilitation interventions according to beneficiaries needs, Provide early rehabilitation intervention according to beneficiaries needs, Facilitate early return to work and community re-integration programmes, Maintain relationships and empower all internal and external stakeholders.

**ENQUIRIES** : Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 9933  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email: [Jobs-GP4@labour.gov.za](mailto:Jobs-GP4@labour.gov.za)

**POST 01/09** : **EMPLOYMENT AUDIT OFFICER REF NO: HR4/4/10/395**

**SALARY** : R261 372 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three-year relevant tertiary qualification within either Financial Accounting / BCOM Accounting / Accounting / Accounting / LLB / BCOM Law / BCOM in Commerce / Auditing. No experience required. Code EB driver's license. Knowledge: Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, Batho Pele principles, COIDA, Unemployment Insurance Act, Public Finance Management Act, Basic Conditions of Employment Act, SDLA, Labour Relations Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

**DUTIES** : Perform and monitor the implementation of UI and COIDA. Analyse the systems that provide 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** : Mr. Q Bowman Tel No: 082 901 3232  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: [Jobs-WC@labour.gov.za](mailto:Jobs-WC@labour.gov.za)

**POST 01/10** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/1/160**

**SALARY** : R261 372 per annum  
**CENTRE** : Provincial Office Eastern Cape  
**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. 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 there are amendments. Supervise resources within the Unit.

**ENQUIRIES** : Ms P Ludwaba Tel No: 043 701 3289  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za).

**POST 01/11** : **INSPECTOR REF NO: HR 4/4/6/63**  
(Re-advertisement: those who applied before are encouraged to apply again)

**SALARY** : R261 372 per annum  
**CENTRE** : Labour Centre, Thohoyandou  
**REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations/BCOM Law/LLB. (1) one-year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, Compensation for Occupational Injuries Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Verbal and written communication.

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

**ENQUIRIES** : M. TE Maluleke Tel No: 015 290 1768  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: [Job-THD@labour.gov.za](mailto:Job-THD@labour.gov.za)

**POST 01/12** : **CLAIMS PROCESSOR REF NO: HR4/4/5/127**

**SALARY** : R211 713 per annum  
**CENTRE** : KZN Richards Bay  
**REQUIREMENTS** : Grade 12 Certificate. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and Medical terminology, Customer Services (Batho Pele Principles), Funds Values, COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data capturing, Data and records management, Telephone skills and etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Mr TJ Nkosi Tel No: (035)780 8700  
**APPLICATIONS** : Deputy Director: Richards Bay Labour Centre, Private Bag x 20033, Empangeni 3880 or hand deliver at 11 Lira Rink Road, Richards Bay. Email: [Jobs-KZN1@labour.gov.za](mailto:Jobs-KZN1@labour.gov.za)

**POST 01/13** : **OFFICE AID REF NO: HR 4/4/8/515**

**SALARY** : R124 434 per annum  
**CENTRE** : Zastron Labour Centre  
**REQUIREMENTS** : Standard 8/ Grade 10. No experience required. Knowledge: Cleaning Practices, Catering, Office Practice Skills: Interpersonal relations, Verbal communications, Listening.

**DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distribution stock. Assist with messenger functions.

**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.  
Email: [Jobs-FS2@labour.gov.za](mailto:Jobs-FS2@labour.gov.za)

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 28 January 2022 at 12h00 noon. No late applications will be considered.

: Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It Is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 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. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

**POST 01/14** : **ASSISTANT MANAGER: EMPLOYEE BENEFIT: WITHDRAWALS REF NO: ASMG/EB/WITH/2022/01-1P**  
EB Operations

**SALARY** : R382 245 per annum (Level 09), (basic salary)  
**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : An appropriate three year National Diploma/B Degree (at least 360 credits). Four (4) years' experience in an Employee Benefits environment which should include two years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Working knowledge of CIVPEN will serve as an advantage. Knowledge of Employee Benefits. Knowledge of applicable legislation within GEPF. Knowledge of proficiency in South African languages, Knowledge of GEPF products and services, Knowledge of Public Service Prescripts and Legislation, Working knowledge and experience in the GEP Law 1996, Knowledge of Civil Pension Software (CIVPEN), Knowledge of ethical and fraud awareness, Managerial and leadership skills, Planning and organizing, Communication skills, Decision and problem solving skills, Presentation skills, Accuracy, thoroughness and ability to detect errors, Ability to prioritize and meet deadlines, Interpersonal relations, Customer service orientation, Persuasiveness and flexibility, Ethical business conduct, Ability to delegate, Accountability, Ability to establish controls and monitor tasks, Ability to work under pressure.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the Administrative Control within the unit: Ensure the timeous and accurate processing and authorization of pension claims including the administration thereof. Assist in the identification of service delivery gaps and challenges within EB Withdrawals and broader EB environment and implement effective business solutions. Implement the Operational Business Plan for EB Withdrawals to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPF and National Treasury is not exposed to any risk or non-compliance. Implement and maintain an effective system of internal controls, control environment and delegation of authority for the EB Withdrawals Unit to ensure that staff is accountable for decisions made and work performed. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Conduct analysis on policies and make recommendations. Sound knowledge and ability to utilize systems used within the Withdrawals unit. Improve business relationships with Employers and other stakeholders by eliminating old cases on hand. Monthly status report to stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan. Provide daily, weekly, monthly, quarterly and annual statistics. Ensure and maintain discipline. Continuous and consistent communication to staff.

**ENQUIRIES** : Ms Geraldine Turner from Fempower Tel No: 084 093 5765  
**APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to [gpaateam3@fempower.co.za](mailto:gpaateam3@fempower.co.za) quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.

**NOTE** : A permanent position of Assistant Manager is currently available at EB Withdrawals unit (within EB Operations) of the GPAA. The purpose of the role is: to ensure the implementation of all Withdrawals processes and payment of pension benefits within the GPAA: EB Operations - Withdrawals unit. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted

applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. General Enquiries: Ms Felicia Mahlaba (012) 319 1455

**POST 01/15** : **SENIOR ADMINISTRATION OFFICER: EB OPERATIONS (TEAMLEADER)**  
**REF NO: SAO/EB/2022/01-2P)**  
EB Operations

**SALARY** : R321 543 per annum (Level 08), (basic salary)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A recognized three (3) year tertiary qualification (at least 360 credits) with three (3) years appropriate proven experience in Employee Benefits which should include one (1) year supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word, as well as CIVPEN, Workflow and Portal. Knowledge of Employee Benefits, GEP Law. Knowledge of applicable Legislation within GEPF, Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal, Knowledge of GEPF products and services, Knowledge of Public Service Prescripts and Legislation, Ability to establish controls and monitor tasks, Supervisory skills, Planning and organizing skills, Communication skills, Interpersonal skills, Administration skills, Accuracy, thoroughness and ability to detect errors, to prioritize and meet deadlines, Customer service orientation, Persuasiveness and flexibility, Ability to work under pressure, Ethical business conduct – adhering to business ethics, Ability to work under pressure, Accountability, Teamwork.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Supervise payment processes within the Employee Benefits Unit: Effective administrative supervision of the processing and authorization of pension claims. Administrative supervision of incoming claims: programming and distribution of pension claims for processing and authorization. Administrative supervision of Rejected and Redirected claims. Administrative supervision of payment and Master letters and Quality Assurance of authorized Claims. Administrative supervision of declined Tax Directives, enquires and Letters thereof. Administration supervision of claims 60 days and older on the MIS. Supervision of effective document tracking and management thereof. Effective daily productivity management by target(s). Effective error management by target(s). Submission of Statistics & Reports. Effective response and resolution of enquires. Achievement of Employee Benefits Operational objectives linked to the Services Level Agreement and Annual Performance Plan. Reporting of System problems. Supervise payment processes within the unit: Thorough explanation and interpretation of GEP Law, policies, rules and regulations. Monitor regular adherence to current processes and procedures, and put improvements in place. Assistance in removing CIVPEN warnings before cases go to payments for finalization. Ensure safe custody of payment cases. Ensure customer queries are resolved amicably. Ensure escalated queries are attended to urgently. Check accuracy of manual calculations. Identify payments that need manual intervention or recalculation. Authorize captured pension benefit and recover all liabilities. Report system problems, fraudulent actions, and possible risks to Managers. Supervise the effective administration of the unit: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions

**ENQUIRIES** : Ms Geraldine Turner from Fempower Tel No: 084 093 5765  
**APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to [gpaateam@fempower.co.za](mailto:gpaateam@fempower.co.za) quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.

**NOTE** : Various permanent positions of Senior Administration Officer (Teamleader) are currently available at EB Operations Unit of the GPAA. The purpose of the role is to effectively and efficiently supervise EB Processes within GPAA Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The

applicant should have the necessary data and equipment for this purpose.  
Correspondence will only be conducted with the short-listed candidates.  
General Enquiries: Ms Felicia Mahlaba Tel No: (012) 319 1455



## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Applications should be forwarded to [recruitment@health.gov.za](mailto:recruitment@health.gov.za) quoting the reference number
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 31 January 2022 at 12H00
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 01/16** : **CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 21/2021**  
CD: International Health and Development  
This is a re-advert and applicants to previously applied need not to reapply.
- SALARY** : R1 251 183 per annum, (An all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Science/Public Health. At least five (5) years' experience at a senior management level in international relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Health Regulations, Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management, strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license.
- DUTIES** : Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the MDG. Support the prevention and control of regional public health risks that threaten South

African and African population including humanitarian assistance. Facilitate participation in various international structures to strengthen bilateral, trilateral relations including multilateral treaties. Support the facilitation of the International Development Assistance and Partnership programme. Advance and coordinate global health agenda in Africa and Middle East, North-South partnerships as well as South-South relation. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of resources.

**ENQUIRIES** : Ms VM Rennie at [Valerie.rennie@health.gov.za](mailto:Valerie.rennie@health.gov.za)

#### **OTHER POST**

**POST 01/17** : **EMS OPERATIONAL MANAGER (DEPUTY DIRECTOR: EMERGENCY MEDICAL SERVICES) REF NO: NDOH 22/2021**  
Directorate: Emergency Medical Services and Disaster Medicines

**SALARY** : R884 664 per annum, (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree (NQF level 7) in Emergency Medical Services as recognized by SAQA and registration with the HPCSA as an Emergency Care Practitioner. A postgraduate degree (NQF level 8) in Emergency Medical Services will be an advantage. At least five (5) years' experience after registration with HPSCA as Emergency Care Practitioner in the area of emergency medical services or disaster medicine. Experience in prehospital emergency care of the acutely ill or injured patient, education and training prehospital EMS personnel, coordination and management of EMS dispatch and communication systems as well as development and management of local mass casualty and disaster plans including preparation for responding to disaster. Knowledge of policy development and analysis for emergency medical services and disaster medicine, various strategies related to emergency medical services and disaster medicine systems and processes. Knowledge of legislation, policies and related emergency medical services education and training. Knowledge and development of EMS and disaster medicine laws and regulations, policies and strategies. Good communication (verbal and written), leadership, problem solving, facilitation, monitoring and evaluation, research, project management, negotiation and advocacy, analytical and computer skills. Ability work independently and in a team.

**DUTIES** : Formulate, facilitate and monitor the implementation of legislation, policies, guidelines, strategies and programmes relating to emergency medical services. Develop and monitor strategic and operational plans for Emergency Medical Services. Monitor Facilitate and report on Education and Training within EMS. Support the provision of EMS education and training through public sector EMS Higher Education Colleges. Manage, co-ordinate planning, implementation, monitoring and evaluation of operational aspects within EMS. Implement standard operational procedures for EMS operations. Respond to audit queries, parliamentary questions and general queries within reasonable timeframes. Support units within NDOH and sector department on transversal matters.

**ENQUIRIES** : Mr Raveen Naidoo on Tel No: (081) 324 5555

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

- APPLICATIONS** : All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem, 9700, or emailed to [hrrecruitment@malutitvet.co.za](mailto:hrrecruitment@malutitvet.co.za). Please quote the relevant reference number on the subject line for emailed applications. No Faxed or Hand Delivered applications will be accepted
- CLOSING DATE** : 04 February 2022 at 13:00
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za) (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Successful candidates will be subjected to security screening. Maluti TVET College reserves the right to withdraw any of the above mentioned positions.

**OTHER POSTS**

- POST 01/18** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: MALUTITVET/ASD-IT/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Corporate Office (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology or related qualification. 5 years relevant experience gained in an IT environment of which 3 years is supervisory/managerial experience. Recommendation: Knowledge of computer hardware, software and programmes. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the ICT policies and relevant legislation. People skills. Unendorsed Valid Driver's Licence.
- DUTIES** : Manage the Information System of the College. Manage and maintain the network of the College. Maintain ICT software and hardware of the College. Manage human, financial and all other resources of the unit. Develop and implement IT governance in tandem with the IT Committee. Implement best practice guides for the organization. Conduct regular system audits. Generate and distribute operational system reports with Senior Staff. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages. Compile, monitor and manage the IT budget of the College. Perform any other duty related to the post.
- ENQUIRIES** : Mr GD Mokoena Tel No: 058 303 1732
- POST 01/19** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Corporate Office (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit/Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. Computer Literacy (MS Word, MS Power Point, MS Excel) Recommendation: Registered member with professional body e.g.

Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.

**DUTIES** : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Supervision of junior personnel in the unit. Perform any other duty related to the post.

**ENQUIRIES** : Mr GD Mokoena Tel No: 058 303 1732

**POST 01/20** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: MALUTITVET/ASD-FA/2021**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Corporate Office (Bethlehem)

**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Accounting. Minimum of three years supervisory experience gained in a financial environment. Minimum of three years experience in budgeting, financial accounting and financial management reporting. Recommendation: Computer Literacy. Unendorsed Valid Driver's Licence. Sound understanding of GRAP, IFRS and other relevant finance reporting standards. Strategic capability and leadership. Problem solving and analysis. Technical proficiency, quality management, reconciliation and financial management, communication management and people management and empowerment. A dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Candidate must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. SAICA or SAIPA articles will be an advantage.

**DUTIES** : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure all payroll transactions. Oversee the reconciliation of transactions on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties. Oversee verification of source documents. Ensure that expenditure is in line with budget and item provisioning. Supervise and oversee that VAT transactions are accurate by reviewing and submitting the final VAT reconciliation on SARS e-filing. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation. Oversee the capturing of leases both operating and finance. Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Assist with the compilation of AFS. General supervision of subordinates. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES** : Mr GD Mokoena Tel No: 058 303 1732

**POST 01/21** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MALUTITVET/ASD-HRM/2021**

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

|                            |   |   |
|----------------------------|---|---|
| <b><u>CENTRE</u></b>       | : | Corporate Office (Bethlehem)  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Management. Minimum of five years relevant experience. Three years experience at supervisory level. Extensive experience and knowledge in PERSAL. Computer Literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Recommendation: Unendorsed Valid Driver's Licence. Planning and organising skills. Project management skills. The ability to draft documents such as submissions, letters, employment contracts etc. Excellent communication skills, both written and verbal. The ability to interpret legislation and policies. Presentation and facilitation skills. The ability to analyse documents and situations. Excellent interpersonal relations. Self-management and motivation abilities. Financial and budgetary skills. Knowledge of legislation relevant to the Public Service, including processes involving dispute resolution mechanism of PSCBC, GPSSBC, CCMA and Labour Court, Public Service Act, and Labour Relations Act. Networking skills. Problem solving skills. Negotiation skills. |
| <b><u>DUTIES</u></b>       | : | Ensure effective and sound administration of the HR management. Promote sound and optimal HR planning and Organizational Development. Promote an effective Human Resources Administration Service. Promote sound Human Resource Development. Promote Employee Health and Wellness at the College. Provide advice on all HR related matters. Supervision of junior personnel in the unit. Provide HR planning and monitoring services by developing policies and monitoring compliance with prescripts; and monitoring the implementation of employment equity. Perform any other duty related to the post.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms TP Mathipe Tel No: 058 303 1732  |
| <b><u>POST 01/22</u></b>   | : | <b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MALUTITVET/ASD-LR/2021</u></b>   |
| <b><u>SALARY</u></b>       | : | R382 245 per annum (Level 09)   |
| <b><u>CENTRE</u></b>       | : | Corporate Office (Bethlehem)  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Labour Relations/Human Resource Management/Labour Law. Minimum of five years relevant experience. Three years experience at supervisory level. Extensive experience and knowledge in PERSAL. Computer Literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Recommendation: Unendorsed Valid Driver's Licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Public Finance Management Act. Skills: Negotiating, verbal and written Communication, Presentation, Interpretation of legislations/policies, Problem solving, Management, Organising.   |
| <b><u>DUTIES</u></b>       | : | Ensure effective and sound administration of Employment Relations. Process and finalize all misconduct cases. Coordinate and provide support in terms of representing the College in all disputes referred to the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Labour Relations unit. Coordinate and finalize all disciplinary cases for the College. Finalize all grievances and complaints received from employees. Supervision of junior personnel in the unit. Write reports and submissions. Perform any other duty related to the post.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms TP Mathipe Tel No: 058 303 1732  |
| <b><u>POST 01/23</u></b>   | : | <b><u>IT TECHNICIAN REF NO: MALUTITVET/BHM-IT TECH/2021</u></b>   |
| <b><u>SALARY</u></b>       | : | R261 372 per annum (Level 07)   |
| <b><u>CENTRE</u></b>       | : | Bethlehem Campus (Bethlehem)  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology. Minimum of 2 – 3 years experience in Computers and servers or at least MCSE 2000 qualification. Experience in hands-on hardware troubleshooting. Experience in equipment support. Recommendation: Unendorsed Valid Driver's Licence. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network and hardware.  |

**DUTIES**

: Provide individual support and training upon request. Maintain and update inventory of software, hardware and resources. Building of PC's. Creating User accounts. Provide telephonic support. Ensure technology equipped with the latest hardware and software. Manage Anti-virus protection and software installation. Desktop and printer management. Install, configure new computer and other IT equipment. Perform any other duty related to the post.

**ENQUIRIES**

: Ms TP Mathipe Tel No: 058 303 1732

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered 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 Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 28 January 2022
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by copies of qualification(s) including matric/grade 12 certificate, Identity Document, Proof of citizenship if not RSA citizen and a valid driver's licence (where required). The abovementioned copies need not be certified when applying for a post. Requirement for certified copies will only be limited to shortlisted candidates. Applicants are also expected to submit a comprehensive CV with three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 01/24** : **DIRECTOR: LEGAL SERVICES REF NO: DMRE/2212 (X2 POSTS)**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate law degree, Bachelor's degree in LLB ( NQF 7) with minimum of 5 years' experience in middle managerial level: Knowledge of: Legislation. DMRE policies and acts. Public Service Acts and legislation. Legal drafting and interpretation. Research. Court procedure. Skills: Good communication skills. Diplomacy. Negotiation skills. Presentation skills. Research and analytical

skills. Computer skills Thinking Demand: information evaluation, decision - making creativity etc. Fact. Work individual and in a group.

**DUTIES** : Provide high level legal advice to the Department and the Minister. Developing, drafting and amending different documents ( legislation contracts, Legal notices, international agreements, internal policies). Manage the process of Litigation and appeals. Acts as a legal Representative the Department on different committees. Monitor compliance with PAIA and PAJA. Manage the Directorate. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest.

**ENQUIRIES** : Mr P Alberts Tel No: (012) 444 3288

**POST 01/25** : **PRINCIPAL INSPECTOR REF NO: DMRE/2213**

**SALARY** : R1 057 326 per annum, (All-inclusive package)

**CENTRE** : Western Cape Regional Office, Cape Town

**REQUIREMENTS** : Bachelor -Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF Level 7) Mine Manager's certificate of Competency or certificate of competency for Mechanical or Electrical Engineering ( Mines), driver's licence PLUS a minimum of 5 years' experience in senior/middle management level: Knowledge of: Mine Health & Safety Act, Extensive knowledge and experience of both underground and surface mining, Mine Health & safety hazards and risks practical and theoretical knowledge of mining, Legal knowledge, departmental directives. Personnel Code Directive, Public Service Act and Regulations. Skills: Good interpersonal relations, communication, verbal and oral, organizational ability control, interpretation and application of legal matters and policies, team work, Training, Management/ supervision of employees strategic planning & organising interpersonal relations conflict resolution & negotiation self-discipline, Thinking Demand: Receptive to suggestions and ideas, Quality control, Compliance with rules and regulations, Discipline work ethics, financial control, Self-confidence and acceptability, Tactfulness, Organisational ability, Intolerance to waste –money, Time, Honesty, ability to work under pressure, ability to analyse workload related challenges and continuous improve strategy.

**DUTIES** : Manage the Mine Health and Safety regional directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine and to ensure that the necessary and appropriate enforcement action is taken where necessary. Ensuring the conducting of and reporting on all investigations into mine related accidents and diseases, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Ensure the conducting, testing and licensing of equipment on mines i.e. winders, lifts, chairlifts, boilers and conduct statutory inspections. Ensure the holding of any necessary board of examiners. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard and applications of exemptions, permissions and approvals. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest

**ENQUIRIES** : MR T Ngwenya Tel No: 012 444 3756

#### **OTHER POSTS**

**POST 01/26** : **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2215**

**SALARY** : R882 042 per annum (Level 12), (All-inclusive package)

**CENTRE** : North West Regional Office, Klerksdorp



**REQUIREMENTS**

National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for mechanical or electrical engineering with a minimum of 3 years junior management experience in the mining industry. Driver's licence,: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.

**DUTIES**

: Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspection. Coordinate and serve on any necessary board of examiners Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities.

**ENQUIRIES**

: Mr J Melembe Tel No: (018) 487 4300

**POST 01/27**

: **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DMRE/2214**

**SALARY CENTRE**

: R744 255 per annum (Level 11), (All-inclusive package)  
: Head Office, Pretoria

**REQUIREMENTS**

: An appropriate National Diploma in Public Administration /Business Administration/ Public Management, Social Science, or any other relevant qualification coupled with 3 years' experience at junior managerial level in a monitoring and evaluation environment. Knowledge: knowledge and understanding of relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations, Public Service Act, Labour Relations Act, PAIA and PAJA. Knowledge of government-wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the mineral and energy sectors. Working knowledge of the South African government's strategic and operational planning, as well as DPSA prescripts with respect to the SDIP. Knowledge of centre of government planning and M&E prescripts. Skills: attention to details, computer literacy, professional verbal and writing skills. Excellent interpersonal skills. Thinking Demands: innovative, self and professionally motivated. Sound and fair decision-making. Data and information analysis and evaluation.

**DUTIES**

: Implement and maintain, the performance, compliance, reporting, and monitoring and evaluation system of the Department. Provide guidance and advice on the monitoring, evaluation, and reporting framework of the Department. Review departmental strategic, annual, quarterly, and operational plans for consistency with the NDP, MTSF and the SMART principles. Conduct research to inform M&E recommendations and evidence-based planning. Collect internal and external performance information and means of verification. Produce departmental annual report (part B), midterm review, and quarterly performance reports. Provide managerial activities.

**ENQUIRIES**

: Dr E Bellos Tel No: 0722189631

**POST 01/28**

: **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2216**

**SALARY**

: R744 255 per annum (Level 11), (All-inclusive package)

|  |   |  |
|--|---|--|
| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Gauteng Region, Braamfontein   |
|  | : | National Diploma in mining engineering (NQF 6) PLUS mine managers certificate of competency, with a minimum of 3 years junior management experience in the mining industry Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mine Engineering-Mine Equipment e.g. Winder, Boilers, Plants, etc ,Hazard identification and Risk Management, Public Service Staff code and DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act, DMR Policy and Staff codes, Management skills, planning leading, organising and controlling, report writing and formulation, good interpersonal relations, analysis and interpretation of accident statistics, be able to recommend mining engineering solutions, negotiation skills, language proficiency, computer skills, Thinking Demands: Innovative thinker, analyse situations carefully, make fair and reasonable decisions, receptive to suggestions and ideas and be able to stay calm and collective during difficult situations.                     |
| <b><u>DUTIES</u></b>                     | : | Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Coordinate and provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Supervise and develop staff.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr MN Madubane Tel No: 084 512 2761  |
| <b><u>POST 01/29</u></b>                 | : | <b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT &amp; CHANGE MANAGEMENT REF NO: DMRE/2217</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R382 245 per annum (Level 09)  |
|  | : | Head Office, Pretoria  |
|  | : | A/an appropriate Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management PLUS certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 3 years' experience in a Work Study/ Organisational Development Environment as a Practitioner Knowledge of: have a sound knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work study techniques. Job description and specification. Job evaluation. Staff supervision. Knowledge and understanding of project and change management Skills: Communication, computer , report writing, analytical, basic research, organising, coordinating and planning to listen and interpretation, project management and facilitation, training and motivational skills Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising , coordinating and planning skills, problem solving and facilitation. |
| <b><u>DUTIES</u></b>                     | : | Lead/ undertake organisational and post establishment investigations and advice management in this regard. Lead/ conduct job analysis and job evaluation. Lead/facilitated the implement of operations management framework. Ensure/ administer post establishment. Facilitate/coordinate change management interventions. Ensure/ design forms. Provide managerial activities.  |
| <b><u>ENQUIRIES</u></b>                  | : | Mr C Ramoshaba Tel No: (012) 444 3724  |
| <b><u>POST 01/30</u></b>                 | : | <b><u>ADMINISTRATION CLERK: SAMODD REF NO: DMRE/2218</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R176 310 per annum (Level 05)  |
|  | : | Gauteng Region, Braamfontein   |
|  | : | Grade 12 (NQF 4). Knowledge of: Administrative processes and policies. Public Services Act Skills: Communication, computer, numeracy and interpersonal skills Thinking Demand: logical, creative thinker, accurate and objective.  |
| <b><u>DUTIES</u></b>                     | : | Capture/ update database for SAMODD. Maintain SAMODD in terms of new registered mine, mine codes and liaise with Head Office Management  |

**ENQUIRIES**

Information Services where is necessary. Records and file all occupational medicine records, report and correspondence regarding mines and its employees. Handle general enquiries and provide advice.  
Ms N Mosia Tel No: (011) 358 9713

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za)
- CLOSING DATE** : 28 January 2021, 10h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## OTHER POST

- POST 01/31** : **ADMINISTRATIVE SECRETARY TO THE CHIEF DIRECTORATE (X2 POSTS)**
- SALARY CENTRE** : R211 713 - R249378 per annum (Level 06)  
Public Service Commission House, Pretoria  
Ref No: AS/CD/PAI/12/21  
Ref No: AS/CD/GM/12/21
- REQUIREMENTS** : Ideal candidate's profile: An appropriate (NQF 5) Secretarial related qualification. 1-2 years' experience in Office Administration/Secretarial Services. A relevant three year National Diploma/Degree (NQF Level 6/7) will be an added advantage. Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Effective administrative, organisational and communication skills at all levels Good administrative and coordination skills. Understanding of office work processes. Ability to work with medium to large filing size systems will be essential. An assertive, trustworthy professional with integrity. Good interpersonal relations. Creative, motivated,

self-driven, result orientated and have initiative. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post. Ability to work independently, under pressure and as part of a team. A driver's license will be an added advantage (With exception to people with disabilities)

**DUTIES**

: The successful candidate will be responsible for administrative and secretarial support to the Chief Directorate. Researching and preparing information and supporting data for meetings and projects. Administering office expenditure, including submissions of subsistence and travel claims. Administering/ drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system for the Chief Director. Organising meetings and taking minutes during meetings. Coordinating the Chief Directorate programmes. Organising office logistical matters including travel arrangements for the Chief Directorate. Liaising with stakeholders regarding office operations. Assisting managers with various administrative tasks.

**ENQUIRIES**

: Ms Nobayethi Dube Tel No: 012 352 1028 and Ms Faith Mashikinya Tel No: 012 352 1139

**DEPARTMENT OF PUBLIC ENTERPRISES**

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or Applicants may apply online through the link stated with each position.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 28 January 2022
- NOTE** : Applications must be submitted on form Z83 and Copies of qualifications, identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

**MANAGEMENT ECHELON**

- POST 01/32** : **CHIEF FINANCIAL OFFICER REF NO: DPE/2021/028**  
Branch: Corporate Services
- SALARY** : R1 251 183 per annum (Level 14), All-inclusive salary package) consisting of a Basic salary 70% and 30% flexible portion that can be structured according to individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of undergraduate qualification in Financial Management or Accounting (NQF level7) as recognized by SAQA. The incumbent must have at least a minimum of 5 years' experience at Senior Management Service level. Knowledge and extensive experience of the Financial Management and Supply Chain Management functions. A track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management skills management. Broad knowledge of Government development objectives. Proven Leadership and strategic management skills. As well as project management skills. Advanced policy development and analysis skills. High level negotiation skills. Well-developed financial, analytical and problem-solving skills. Good communication skills (verbal and written) and interpersonal skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Provide Strategic support to the Head of Department and other senior managers in execution of their functions in terms of Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice notes and King IV report. Establish and maintain appropriate systems and policies to ensure effective and efficient management of financial resources and assets. Provide timely and accurate financial and operational information necessary for strategic decision making. Oversee and account for the implementation of national and generally accepted accounting norms and standards. Coordinate and manage departmental processes to identify areas of inefficient and /or wasteful expenditure/ Utilization of resources and facilitate strategic decision-making processes to endure corrective action. Develop and maintain an integrated accounting and financial and financial management systems. Including financial reporting and internal control. Be responsible for exercising proper budgetary control. Participate in EXCO, management meeting and other policy discussions. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the

implementation of the Branch's Annual Performance Plan. Develop assessment models to analyses resources allocation to departmental programme to enable the Accounting Officer to allocate resources in line with the Departmental strategic objectives.

**ENQUIRIES** : Ms Henriette Strauss Tel No: (012) 431-1022  
**APPLICATIONS** : <https://s.attainglobal.co.uk/dpe-2021-28>

#### **OTHER POSTS**

**POST 01/33** : **SENIOR STATE ACCOUNTANT REF NO: DPE/2021/029**  
Unit: Office of the Chief Financial Officer

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications in possession of a Senior Certificate, an undergraduate or postgraduate qualification in Commerce/ Accounting/ Financial Management and Public Finance or equivalent qualification (NQF Level 6/ Level 7) as recognized by SAQA accompanied by at least 2-3 years' experience in Finance Environment .The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of Computer applications, including MS Excel, MS Word and Outlook is required. Written and verbal communications skills. Report writing skills. Analytical and logistical skills, administration skills and numeracy are important for this position.

**DUTIES** : To render a financial management and reporting function in the department. The incumbent must have working knowledge of Government Financial systems namely BAS, PERSAL and LOGIS. Authorisation of supplier invoices on LOGIS system and Safety net in terms of Treasury Regulations 8.2.3 of the PFMA. Prepare weekly and /or monthly BAS/PERSAL/LOGIS reconciliations. Track and Perform reconciliations of Travel Management Accounts (Diners Club and travel accounts). Assist in compiling AFS/IFS Appropriation Statement and notes to appropriation statement. Assist with the compiling amendment, and submission of monthly cash flows (projections) and drawings. Assist with the administration of departmental assets and Liabilities accounts. Monitor and report on suspense accounts. Support the Finance unit by providing support to the Internal and External auditors and other relevant stakeholders.

**ENQUIRIES** : Ms Benneth Baloyi Tel No: (012) 43- 1029  
**APPLICATIONS** : <https://s.attainglobal.co.uk/dpe-2021-29>

**POST 01/34** : **IT SERVICE DESK REF NO: DPE/2021/030**  
Unit: Information Management

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate tertiary qualification at NQF level 6 in the fields of Information Technology/Information Management /Information Systems coupled with 2 years of relevant experience in an IT support environment PLUS the following key competencies: Knowledge of MS Office products, MS Windows 7, Remote Desktop, Printer and program installation and troubleshooting LAN skills, Ability to work on technical hardware/software as well work under pressure with the team.

**DUTIES** : Service Desk Administration. Act as a first point of contact for IT incidents reporting and service request handling. Coordinate all the incoming requests in a form of phone calls, emails and tickets logged to the IT service desk system. Log, assign, prioritize and manage IT requests related to hardware, software and applications. Track the performance of IT support by ensuring that first and second level escalation procedures actioned when necessary. Follow up with Users to ensure issues have been resolved. Provide first line technical support to DPE Users. Assisting with technical support remotely or otherwise by walking to users to resolve issues. Provide technical support to walk in users on all IT related issues. Telephonically analyzing and troubleshooting user issuers before deploying the call to a technician. User Account Management – Reset and Unlock AD User Accounts. Assist with Installing, modifying and repairing of computer hardware, software and peripherals. Monitor compliance with Users standards and report breaches.

Assisting with ICT procurement. Compile requirements and coordinate procurement of IT assets and services through the supply chain office. Verify Quotations against requirement. Compile request memorandums to motivate for procurement of assets and/or services. Engage with suppliers after an order was issued by SCM. In conjunction with SCM, verification of quality and quantity of goods supplied and facilitation of payment takes place. Maintain and IT asset register and compile technical reports for asset disposals. Assisting with ICT procurement. Compile requirements and coordinate procurement of IT assets and services through the supply chain office. Verify Quotations against requirement.

**ENQUIRIES**

: MS Dineo Masilo Tel No: (012) 431-1026

**APPLICATIONS**

: <https://s.attainglobal.co.uk/dpe-2021-30>



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

*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** : must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za)
- CLOSING DATE** : 28 January 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**MANAGEMENT ECHELON**

- POST 01/35** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: REFS/012717**  
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Post Graduate qualification in Business Management (NQF 8), or related SAQA accredited NQF 8 qualification. 8 -10 years' senior management experience. 5 years in managing the Corporate Management function, and 3 years within the Public Service. The department has earmarked to appoint a female or persons with disability incumbent to improve its equity target at the executive level. Proven change, stakeholder and project management experience. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic leadership and oversight in supporting the delivery of the departmental modernisation mandate through corporate management functions, championing the positioning of the department within the Gauteng City Region (GCR), as well as the Information Communication and Technology Sector (ICT), Support and promote sound corporate governance within the department to enhance compliance, ethics and integrity, Drive advocacy and monitoring of e-Gov programmes. Oversee the attraction and retention of the capacity to delivery of the departmental mandate. Promote best practices and reengineer the back office to improve efficiencies. Champion the transformation agenda to empower women, youth, and PWD in the ICT sector. Support radical economic transformation in the province.
- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 01/36** : **CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/012718**  
Branch: Corporate Management
- SALARY CENTRE** : R1 251 183 per annum, (all-inclusive remuneration package)  
: Johannesburg

- REQUIREMENTS** : A SAQA recognised NQF level 7 qualification in Human Resource Management or equivalent related qualification. 5 years' senior management experience. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector, including resource management services are essential, specifically; Strategic Human Resource Management, Legal services, Security Services, Auxiliary Services. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting; human resource management; legal services; information and communications technology; communications; auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate resource management capabilities –leading the change process in the department in terms of policy, process, organisational re-alignment and system improvements and implementation, with the objective of responsive turnaround times. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Resource Management services. Ensure development of a service delivery culture and excellent levels of performance across all Resource Management functions. Ensure optimal departmental resources and capacity through both traditional mechanisms and innovative partnership arrangements where necessary – targeting the establishment of a flexible and nimble performance driven organisation.
- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 01/37** : **CHIEF DIRECTOR: BUSINESS ALIGNMENT REF NO: REFS/012719**  
Branch: ICT
- SALARY** : R1 251 183 per annum, (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor's Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years' experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years' experience in project management Strong knowledge and experience of high-level IT business architecture. Experience within government service will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units' strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme's mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.
- ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861

**POST 01/38** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: REFS/012720**  
Branch: Corporate Management

**SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Bachelor's Degree in Commerce or related. Minimum of 10 years' corporate governance management experience, and of which 5 years should be at a senior management level. Public sector experience will be an added advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**DUTIES** : The job purpose is to develop and implement the strategy of the department, lead the exercise of planning and performance reporting in the department to ensure alignment to the provincial pillars and key focus areas. The successful candidate will ensure achievement and implementation of the departmental strategic plan, Annual Performance Plan and Operational Plans. Key responsibilities include: Maintaining the Unqualified Audit opinion on predetermined Objectives Strategy development and implementation. Development and performance against the APP and Operational Plan Innovation around monitoring, performance reporting and Evaluations Lead Transformation and change management in the department. Manage Process and Quality Management. Provide Strategic support and Manage Projects on behalf of the Head of Department and political Head. Manage, Identify and mitigate departmental Risk (effective risk management). Ensure compliance to regulatory and legislated requirements. Improve MPAT scores for the department. Represent the department in Provincial and National Strategy and Monitoring and Evaluation Fora. Policy and research. Represent the department in Provincial and National Strategy and Monitoring and Evaluation Fora. Attributes: Sound professional judgement, Exceptional Interpersonal and communication skills, Diplomacy, Excellent writing skills, Conflict resolution, High tolerance for dealing with difficult stakeholders, good presentation skills and public speaking, attention to detail, Innovative Impeccable team leadership and building capability.

**ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861

**POST 01/39** : **CHIEF DIRECTOR: APPLICATIONS REF NO: REFS/012721**  
Branch: ICT

**SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Bachelor's Degree or equivalent NQF 7 in Information Technology. At least 10 years' experience in Applications Development and Project Management are requirements. At least 5 years' experience in a Senior Management position, ideally managing an Information Technology service unit. Experience in managing and developing of employees. Large scale projects management experience. Some experience in a volume driven processing centre environment will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**DUTIES** : To provide System Application Products solutions support as the transversal system with Gauteng Provincial Government. Work closely with executives in mapping business requirements to the Enterprise Resource Planning team's operations plan. To ensure that the annual performance plan is executed efficiently and effectively and within budget. Input to the development of ICT strategy. To be the liaison between the e-Government Department and to market the usage of the Enterprise Resource Planning solution in the Gauteng Provincial Government. To demonstrate value derived from the investments in applications.

**ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861

**POST 01/40** : **DIRECTOR- OFFICE OF THE HOD REF NO: REFS/012722**  
Branch: HOD's Office

**SALARY CENTRE** : R1 057 326 per annum, (all-inclusive remuneration package)  
: Johannesburg

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| <b><u>REQUIREMENTS</u></b>               | : | An NQF level 7 qualification in Commerce or related. Minimum of 5 years in a middle managerial role. Experience in the Strategic planning, information management & monitoring and/or Management field. Ability to develop, interpret and apply policies, strategies and legislation. Good understanding of legislative frameworks governing planning and reporting in the public sector, corporative governance, risk management and internal audit. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>  |
| <b><u>DUTIES</u></b>                     | : | Facilitate the provisioning of strategic direction and monitor the implementation of the strategic objectives and resources of the directorate. Ensure economical management and utilization of resources allocated to the HODs office. Oversee and ensure effective secretariat support. To develop and ensure the implementation and maintenance of administrative systems and procedures in the HOD s office. Provide management and strategic support for the effective delivery of services. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD. Provide strategic and management support to the office of the HOD. Ensure efficient liaison between the office of the MEC and HOD. Provide effective and efficient management in establishing and maintaining systems for effective workflow to enable enhanced function of the Department through Branches of the Department. Monitor Compliance with relevant committees and legislature bodies to which the department account. Facilitate and prepare monthly management reports for the HOD. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of effective secretariat services to formalised decision making structures in the Department. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure document management and classification of documents. Manage staff performance in the office of the HOD. Develop, implement and monitor the strategic and business planning framework for the department. Monitor and evaluate all strategic and operational management and programme implementation processes. Co-ordinate and compile reports to relevant stakeholders, i.e. the annual report, legislature reports, legislature questions, etc. Interpret and analyse reports. Develop, implement and manage systems to ensure continuous improvement of organisational performance. Develop and implement appropriate knowledge management concept, strategy and systems. |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Errol Ogle Tel No: (011) 689 6861  |
| <b><u>POST 01/41</u></b>                 | : | <b><u>DIRECTOR: APPLICATIONS COMPETENCY CENTRE REF NO: REFS/012723</u></b><br>Branch: ICT  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 057 326 per annum, (all-inclusive remuneration package)   |
|  | : | Johannesburg   |
|  | : | Bachelor's Degree in IT or equivalent NQF level 7 related qualification. At least 10 years ERP experience. At least 5 years at middle management level. Three or more full project implementation. ICT technical knowledge. Communication skills. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>  |
| <b><u>DUTIES</u></b>                     | : | Provide support of the SAP authorisation function. Provide support of the SAP Finance and Cost Control (FI/CO) and PTP solution. Provide support of the SAP CRM and HRM solution. Provide support and maintenance of the SAP technical infrastructure. Ensure development of new user application requirements, enhancements and reports Work closely with executives in mapping business requirements to the ERP teams' operations plan. To manage the ERP team's strategy and operations plan. To ensure that the Operations Plan is executed efficiently and effectively and within budget. To be the liaison between the E-GOV and SAP. To market the usage of the ERP solution in the GPG. To plan the projects that the ERP team should undertake and ensure that the project plans are efficiently executed.  |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. Errol Ogle Tel No: (011) 689 6861  |
| <b><u>POST 01/42</u></b>                 | : | <b><u>DIRECTOR- HUMAN RESOURCE MANAGEMENT REF NO: REFS/012724</u></b><br>Branch: Corporate Management  |
| <b><u>SALARY</u></b>                     | : | R1 057 326 per annum, (all-inclusive remuneration package)   |

**CENTRE REQUIREMENTS** : Johannesburg  
 : Degree in Human Resources Management or related (NQF level7) in HRM. Minimum of 5 years' experience in HRM, in middle management level (MMS). Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**DUTIES** : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA's and LOE's with e-Gov. Business Units.

**ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 01/43** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/012726**  
 Branch: Finance

**SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all-inclusive remuneration package)  
 : Johannesburg  
 : A finance related NQF 7 qualification. A minimum of 5 years' middle management experience in and knowledge of the finance function. Proven management skills. Track record in preparation and Management of strategic plans, business plans and budgeting. Ability to implement and internal systems and controls to ensure sound financial Management. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**DUTIES** : Manage the financial function of E-GOV. and to ensure sound financial management in the E-GOV. provide excellent and accurate financial management support to all business units within E-GOV, thereby enabling them to focus on their core business. Provide financial management and control via regular reporting and analysis of trends and variances. Enhance service delivery through the alignment of expenditure with business and organisational objectives. Facilitates and coordinates financial planning in terms of Medium-Term Expenditure Framework (MTEF). Coordinate the preparation and presentation of financial performance PFMA compliance report to both E-GOV. Management & Provincial Treasury. Assist business units focus on forecasting/ planning and financial analysis. Supervise monthly and year end close processes, including completion of journal entries, account reconciliation and variance analysis Management of staff in the directorate.

**ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 01/44** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/012761**  
 Directorate: Management Accounting

**SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (all-inclusive remuneration package)  
 : Johannesburg  
 : NQF level 7 qualification in finance or related field. Minimum of 5 years' experience in middle management level on the related field. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**DUTIES** : Coordinate the budget planning, development, allocation and control in accordance with the PFMA. Manage the maintenance, monitoring and reporting on the departmental budget. Manage and control the departmental expenditure based on expenditure forecasts. Advise and manage expenditure to ensure that aggregate spending is aligned to the department's voted funds. Develop and implement processes to prevent unauthorized expenditure and overspending of the voted funds. Develop and submit regular revenue and

expenditure reports. Respond to and ensure implementation of audit queries and findings. Participate in and contribute to any departmental committee in which I am member. Management of the management accounting processes and functions. Resolution of escalated queries. Performance of delegated authorization powers. Management of performance against SLA. Manage, guide and lead team. Identification of continuous improvement opportunities. Provide quality assurance and adherence to internal controls. Oversee the preparation and provision of monthly, quarterly and annual expenditure reports to management. Manage the conceptualization, planning and development of departmental annual and multi-year budgets. Oversee the in-year budget maintenance and monitoring. Manage the evaluation, analysis and reporting on the performance of the departmental budget to stakeholders, both internal and external.

**ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861

**OTHER POSTS**

**POST 01/45** : **DEPUTY DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: REFS/012729**  
Directorate: Centre of Innovation

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Matric Certificate Plus NQF level 7 in Information Management/Information Technology/ Computer Studies/Information Systems, coupled with qualification in Business Analysis or Business Process Management. 3-5 years' experience in Management projects. A valid driver's license. Experience in Project and Process Management, and Leadership Management. Managerial and leadership experience is a necessity. Demonstrated experience in Information Technology field. Knowledge and understanding of PFMA and constitutional mandate. The incumbent must be analytical, project management, reporting writing communication, problem solving conflict management, interpersonal planning and organisation leadership coordination facilitation and analytical.

**DUTIES** : Oversee the activities of the Business Process Management Unit (Business Analysts and Business Process Analysts). Supervise and develop staff. Develop maintain and implement policies and strategies pertaining to business processes and systems. Support change and ensure alignment to enterprise architecture. Provide operational leadership with regards to business processes mapping, reengineering, testing methodology. Provide advice on the interpretation and application of the department's strategy on business processes and systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Provide strategy and expert advice to project teams and or subject matter experts. Understand business functionalities and translate this into applications requirements. Compilation of compelling business cases and business requirements specifications. End to end design and mapping of business processes implemented and process improvements identified. Continuous process improvements implemented, leading to improved service delivery. Service standards benchmarked and applied across the e-Government and Gauteng Provincial Government for enhanced service delivery performance.

**ENQUIRIES** : Ms. Portia Makotwane Tel No: (011) 689 8898

**POST 01/46** : **SENIOR LEGAL ADMIN OFFICER (MR-6) REF NO: REFS/012728**  
Branch: Corporate Management

**SALARY REQUIREMENTS** : R774 660 – R1 157 940 per annum, (all-inclusive salary package - OSD)  
: Matric plus an LLB degree coupled with a minimum of 8 years' post qualification experience in the legal environment. Admission as an Attorney or Advocate. Qualification in Commercial and/or IT law will be an added advantage. At least three years' experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the

Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's license will be an added advantage.

**DUTIES** : Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

**ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980

**POST 01/47** : **OFFICE MANAGER (OFFICE OF THE HOD) REF NO: REFS/012732**  
Directorate: Office of the HOD

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Matric plus an equivalent NQF 6 qualification in Administration, Office Management or relevant qualification. 3-5 years secretarial/administrative executive support experience.

**DUTIES** : To render an efficient and professional front-end administrative support service to the Head of Department in a work environment where secretarial support to the manager needs to be performed at an advanced level. Note: (The secretarial role in this post will be performed in an environment where it is required that the functions be performed at an advanced level. The job demands that the incumbent exercises discretion and work without close supervision. Furthermore, the job requires an in-depth knowledge of the relevant prescripts, procedures and the work environment.) Strategic office administration and document management. Team administration support. Stakeholder/customer liaison. Meeting management. Secretarial and reception team management. Liaise with the: Head of Department - Senior Managers / Supervisors/Team Leader. Other Departments – HOD, Executive Team Members.

**ENQUIRIES** : Ms. Nhlanhla Mabuza Tel No: (011) 689 8521

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

**POST 01/48** : **MEDICAL SPECIALIST REF NO: SBAH 001/2022**  
Directorate: General Surgery

**SALARY** : Grade 1: R1 122 630 per annum, plus benefits  
Grade 2: R1 283 592 per annum, plus benefits

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|                                      | : | Grade 3: R1 489 665 per annum, plus benefits  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Steve Biko Academic Hospital  |
|                                      | : | MChB, MMed (Surg) or FCS (SA) or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner and Specialist Surgeon.   |
| <b><u>DUTIES</u></b>                 | : | General Surgery case load management including surgical clinics, wards and theatre. The incumbent must have interest in breast and endocrine surgery, and Head and Neck surgery. This appointment is on a joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and post graduate students and trainees. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Prof. TV Mulaudzi Tel No: 012 354 1665  |
|                                      | : | Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.  |
| <b><u>NOTE</u></b>                   | : | Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.  |
| <b><u>CLOSING DATE</u></b>           | : | 31 January 2022   |
| <b><u>POST 01/49</u></b>             | : | <b><u>GENERAL SPECIALIST – INTERNAL MEDICINE REF NO: LRT/MED/01 (X1 POST)</u></b>   |
|                                      | : | Directorate: Internal Medicine Department   |
| <b><u>SALARY</u></b>                 | : | Grade 1: R1 122 630 – R1 191,510 per annum, (all Inclusive package)   |
|                                      | : | Grade 2: R1 283 592 – R1 362 363 per annum, (all Inclusive package)   |
|                                      | : | Grade 3: R1 489 665 – R1 862 412 per annum, (all Inclusive package)   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Leratong Hospital   |
|                                      | : | MMed or FCP qualification in internal Medicine. Proof of registration as Specialist Physician with the HPCSA. Proven ability to work with all unit members e.g., Registrars, MO's students, Interns and Clinical Associates. Good people skills and be able to take the lead in the team. Continuous education and evaluation in the clinical setting for General Internal Medicine.  |
| <b><u>DUTIES</u></b>                 | : | As a consultant, the candidates will be responsible for Clinical Management of general medical patients and sub-specialist. The incumbent will be required to lead operational and academic ward round 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's care and the performance of diagnostic and therapeutic procedures. Other duties will include managing patients at OPD, managing patients attending the subspecialty OPD or Speciality ward Consultations within a relevant speciality. The desired candidate will be required to set an appropriate example to the to the medical practitioner, serve as role model and Clinical mentor to junior Doctors associated with Clinical staff. Co-ordination of sub specialist service at Leratong and Cluster hospitals from both in patients and outpatient's service. Supervision of Clinical technology service as required. Overseeing the development of appropriate referral hospital. Essential skill: Patient first mentality: General management skills: Excellent communication skills; Good professional judgement: Integrity and professional dependability. Leadership experience; conflict management: cost-containment Management and experience; technology and computer skills: Problems solving experience: Coaching and mentoring experience. Academic: Participation in the academic duties of Internal Medicine and related Departments/Subs specialities. Performance of research within the department supervision of research within the department and MMed students. Training and supervision of senior registrars, registrars, Medical Officer, Medical Interns and Medical students including tutorials, teaching wards rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr. B Khumalo Tel No: 011 411 3557  |
|                                      | : | Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.   |
| <b><u>NOTE</u></b>                   | : | Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at   |



[www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

- CLOSING DATE** : 28 January 2022
- POST 01/50** : **MEDICAL SPECIALIST REF NO: SBAH 002/2022**  
Directorate: Psychiatry
- SALARY** : Grade 1: R1 122 630 per annum, plus benefits  
Grade 2: R1 283 592 per annum, plus benefits  
Grade 3: R1 489 665 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB with either Mmed (Psych) or FC Psych qualifications. Registration with the HPCSA as an independent specialist practitioner is compulsory. This is a joint-appointment position with both the Gauteng Department of Health (Steve Biko Academic Hospital) and the Faculty of Health Sciences at the University of Pretoria. Compliance with the minimum requirements for appointment as a lecturer / senior lecturer, as per the University of Pretoria's clinical joint appointments criteria, will include evidence of a minimum of 1 accredited scientific publication and/or presentation(s) at scientific conferences. Engagement in Master's supervision is recommended. Teaching portfolio must be provided. Community engagement is recommended. An interest in neuropsychiatry and consultation-liaison psychiatry will be viewed favorably.
- DUTIES** : Service delivery at the Psychiatry Unit, Ward 2.1 Steve Biko Academic Hospital (inpatient and outpatient care, including 72 hours observations). After hours service as per contract. Delivering of consulting liaison psychiatry service to all departments of the Steve Biko Academic Hospital and the Department of Family Medicine at Tshwane District Hospital. Involvement in undergraduate and post – graduate training of medical students as well as students from other disciplines. Participation in academic research and publication of the clinical unit and academic department. Additional service delivery as decided upon by the unit from time to time.
- ENQUIRIES** : Prof. GP Grobler Tel No: 012 354 3191
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2022
- POST 01/51** : **MEDICAL OFFICER: PAEDIATRICS GRADE 1-3 REF NO: FERH/MED-01/2021 (X1 POST)**  
Directorate: Medical
- SALARY** : R833 523 - R897 939 per annum, (all inclusive package)  
R953 049 - R1 042 092 per annum, (all inclusive package)  
R1 106 037 - R1 382 802 per annum, (all inclusive package)

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| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Far East Rand Hospital  |
|                                      | : | Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service.  |
| <b><u>DUTIES</u></b>                 | : | Participate in all paediatric and child health related activities. Interview, investigate, diagnose and oversee treatment of patients in all areas of paediatrics in FERH (POPD, Prem unit, NNICU, PICU, KMC, Lonmin and Osizweni) Perform procedures that are relevant to patient care according to standard SOPs. Improve clinical outcomes of children by providing appropriate clinical care. Practise evidence based medicine and use of prescribed guidelines and protocols. Participate in teaching/training junior doctors (interns & community service). Timely referral of patients requiring intervention not offered in the hospital. Participate in interdepartmental activities related to improving and managing good patient outcomes, for an example mortality & morbidity (M&M) and near meetings. Supervision of junior doctors (interns & community service) on clinical emergencies and daily patient management. Participate in multidisciplinary care of patients with all relevant stakeholders. Completion of Medico legal documents (death certificate) on time. Reduce medical litigation by practising good clinical ethos. Communicate with patients in parents in a professional way that uphold Batho Pele ethos. Participate in departmental audit activities: update and complete statistics as required and preparing and writing of reports. Ensure record keeping and administrative duties. Utilize resources judiciously. Render commuted overtime after hours, weekend and public holidays as scheduled, to ensure uninterrupted patient care. Identify own learning needs and undertake relevant continued education activities for growth in the paediatric discipline. Be a team player and adaptable to daily changes in the department's as required. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr N Jwara Tel No: 011 812 8308   |
|                                      | : | Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.   |
| <b><u>NOTE</u></b>                   | : | Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.   |
| <b><u>CLOSING DATE</u></b>           | : | 28 January 2022   |
| <b><u>POST 01/52</u></b>             | : | <b><u>MEDICAL OFFICER: ACCIDENT &amp; EMERGENCY GRADE 1-3 REF NO: FERH/MED-02/2021 (X1 POST)</u></b><br>Directorate: Medical  |
| <b><u>SALARY</u></b>                 | : | R833 523 - R897 939 per annum, (all inclusive package)<br>R953 049 - R1 042 092 per annum, (all inclusive package)<br>R1 106 037 - R1 382 802 per annum, (all inclusive package)  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Far East Rand Hospital  |
|                                      | : | Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Interest in acute and  |

- emergency care is advantageous. Good interpersonal, communication and computer skills. Independent and effective decision making. ATLS/ACLS/APLS/PALS certificate will be advantageous. Diploma in primary emergency care (DipPEC) and emergency ultrasound accreditation also advantageous. Commuted overtime is mandatory.
- DUTIES** : Evaluation and clinical management of patients referred to the Emergency department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.
- ENQUIRIES** : Dr E Ohonba Tel No: 011 812 8644
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 28 January 2022
- POST 01/53** : **MEDICAL OFFICER: INTERNAL MEDICINE GRADE 1-3 REF NO: FERH/MED-03/2021 (X1 POST)**  
Directorate: Medical
- SALARY** : R833 523 - R897 939 per annum, (all inclusive package)  
R953 049 - R1 042 092 per annum, (all inclusive package)  
R1 106 037 - R1 382 802 per annum, (all inclusive package)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Senior certificate (Grade 12/Matric) and MBChB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory.
- DUTIES** : Attendance of relevant meetings like mortality & morbidity and completion of Medico-legal documents timeously (e.g Death certificate). Reduce medical litigations by exercising good clinical ethics. Implement and monitor adherence to National core standards. Participate in all activities in medicine and teaching junior doctors/interns and community service doctors. Interview, investigate, diagnose and oversee the treatment of patients. Willing to do commuted overtime (night, weekends and public holidays) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr E Ohonba Tel No: 011 812 8644
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other

relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 28 January 2022
- POST 01/54** : **MEDICAL OFFICER: GENERAL SURGERY GRADE 1-3 REF NO: FERH/MED-04/2021 (X2 POSTS)**  
Directorate: Medical
- SALARY** : R833 523 - R897 939 per annum, (all inclusive package)  
R953 049 - R1 042 092 per annum, (all inclusive package)  
R1 106 037 - R1 382 802 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory. Clinical skills, consultation, history taking, examination, clinical assessment, management procedures and ensuring patient care.
- DUTIES** : Patient care. May participate in original basic or clinical research during surgery emergencies. Ensuring correct surgical treatment of patients. Attendance of relevant administrative meetings like mortality and morbidity meetings. Completion of medico-legal documents timeously (Death certificate and medical reports). Willing to do commuted overtime duties after hours (night, weekend and public holidays). Supervision and training of medical interns, community service and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Manage surgical patients in all departments e.g ICU, OPD clinics, wards in general and casualty.
- ENQUIRIES APPLICATIONS** : Dr E Ohonba Tel No: 011 812 8644  
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE** : 28 January 2022

**POST 01/55** : **MEDICAL OFFICER: FAMILY MEDICINE GRADE 1-3 REF NO: FERH/MED-05/2021 (X1 POST)**  
Directorate: Medical

**SALARY** : R833 523 - R897 939 per annum, (all inclusive package)  
R953 049 - R1 042 092 per annum, (all inclusive package)  
R1 106 037 - R1 382 802 per annum, (all inclusive package)

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime in emergency department is mandatory. 1-2 years' experience. Good communication skills. Basic computer skills. Sound clinical skills, viz consultation history taking, examination with good diagnosis and management of patients according to principles of family medicine. Other requirements are BLS, ACLS, ATLS but are not mandatory.

**DUTIES** : Good evaluation of patients and clinical management of patients in the department of family medicine Out Patient department. Training, teaching and supervision of junior doctors. Ensure proper record keeping, manage waiting times in the department with proper down and up referrals and inter-departmental referrals.

**ENQUIRIES** : Dr E Ohonba Tel No: 011 812 8644

**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private Bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE** : 28 January 2022

**POST 01/56** : **DENTIST GRADE 1/2/3 REF NO: DENT01/01**  
Directorate: Oral Medicine and Periodontology  
Re-Advertisement

**SALARY** : R809 067 – R1 106 037 per annum, (inclusive package), exc. commuted overtime

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably with exposure to undergraduate teaching and training. MSc Dent Degree/equivalent or postgraduate qualification in the field of OMP will be an added advantage.

**DUTIES** : Dentist will be responsible for clinical services including extended clinical platforms, teaching and trainings, conduct research and participation in all departmental activities and related administration.

**ENQUIRIES** : Dr TD Mafojane Tel No: (011) 488 4865

- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed applications will be accepted.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 28 January 2022
- POST 01/57** : **OPERATIONAL MANAGER – SPECIALTY (TRAUMA & EMERGENCY) GRADE 1-2 REF NO: FERH/NURSE-01/2021 (X1 POST)**  
Directorate: Nursing
- SALARY** : R571 242 - R642 933 per annum, plus benefits  
R624 216 - R702 549 per annum, plus benefits
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
Basic Diploma/Degree as a Professional Nurse and basic midwifery registered with South African Nursing Council (SANC). One (1) year post basic diploma registered with SANC. A minimum of Nine (9) recognisable experience in nursing – at least Five (5) years of the Nine (9) years referred above should be relevant experience after obtaining the post basic qualification. Basic computer skills. Demonstrate basic understanding of HR and financial policies & practises. Sound knowledge of public service policies, code of conduct and team building, leadership, decision making and problem solving skills.
- DUTIES** : The incumbent will be responsible for supervision and management of trauma and emergency in the hospital. Manage human resource and non-human resources. Supervision of the provision of quality nursing care in the above mentioned areas within the legal framework. The implementation of quality assurance programmes and other mandatory priorities. Will be part of the hospital management teams.
- ENQUIRIES APPLICATIONS** : Mrs. M.K Nkuna Tel No: 011 812 8317  
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, “applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR”. You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant’s responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE** : 28 January 2022

**POST 01/58** : **ASSISTANT MANAGER NURSING PN-A7: PATIENT CARE NIGHT DUTY**  
**REF NO: SBAH 003/2022**  
Directorate: Nursing

**SALARY** : R571 242 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice 425, i.e diploma/degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate \ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management qualification registered with South African Nursing Council. At least 3 year of the period referred to above must be appropriate recognizable experience at management level at a hospital, i.e Operational Manager level. South African Nursing Council annual practicing certificate. Valid EB driver`s license. Computer literacy. Verified proof of experience. Service certificate. Strong leadership, good communication and sound interpersonal skill are necessary.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop \ establish and maintain constructive working relationships with nursing and other stakeholders ( i.e inter-professional, inert-sectoral and multi-disciplinary teamwork) Participate in the analysis, formulation and implementation of nursing guidelines, practices , standards and procedures . Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional growth\ethical and development of self and subordinates.

**ENQUIRIES** : Mrs. AM Mowayo Tel No: 012 354 1300  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 31 January 2022

**POST 01/59** : **OPERATIONAL MANAGER SPECIALTY GRADE 1: THEATRE (X1 POST)**  
Directorate: Nursing

**SALARY** : R571 242 per annum, (plus benefits)  
**CENTRE** : Heidelberg Hospital  
**REQUIREMENTS** : Basic Qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification in Operating Theatre Nursing Science with the duration of at least 1 year accredited with the SANC in terms of Government notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty Competent to lead, manage, perform, and supervise clinical nursing practices in accordance with the scope of practice and required nursing standards in an operating theatre diploma in Operating Theatre Nursing Science and Computer Literacy.

**DUTIES** : Coordination of optimal, holistic specialized nursing care in theatre provided within set nursing standards and professional/legal framework. Manage effectively the utilization and supervision of both human and Material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.

**ENQUIRIES** : Ms L. Msiza Tel No: 016 341 1203

- APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : Applications must be submitted on a new Z83 form with a C.V, copies of I.D and Qualifications and any other relevant documents to be attached. The institution reserves the right not to fill the post. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
- CLOSING DATE** : 28 January 2022
- POST 01/60** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT PATIENT CARE NIGHT DUTY REF NO: SBAH 004/2022**  
Directorate: Nursing
- SALARY** : R450 939 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e diploma\degree in Nursing a a Professional Nurse. A minimum of 7 ( seven) years appropriate \ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid driver`s license.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationships with Nursing and other stake holders. i.e inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Maintain professional growth\ ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. AM Mowayo Tel No: 012 354 1300  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2022
- POST 01/61** : **OPERATIONAL MANAGER – GENERAL (NIGHT SUPERVISION) GRADE 1-2 REF NO: FERH/NURSE-02/2021 (X1 POST)**  
Directorate: Nursing
- SALARY** : R450 939 - R507 531 per annum, plus benefits  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Basic Diploma/Degree as a Professional Nurse and basic midwifery registered with South African Nursing Council (SANC). A minimum of Nine (9) recognisable experience in nursing. Basic computer skills. Demonstrate basic understanding of HR and financial policies & practises. Sound knowledge of public service policies, code of conduct and team building, leadership, decision making and problem solving skills.
- DUTIES** : Supervise and ensure provision of effective and efficient care through adequate nursing at night. Maintain constructive work relationship with nursing and other stakeholders, manage proper utilization of human, financial and physical resources. Development and maintenance of quality patient care environment that promotes optimum patient experience of care at night. Manage the allocation of beds during night shift. Ensure the implementation of national core standards. Coordinate the development and implementation of institutional guidelines in line with legislations. Assist with data collection, analysis and reports pertaining to nursing management in the hospital. Perform other duties that is delegated to him/her by the manager.



**ENQUIRIES** : Mrs. M.K Nkuna Tel No: 011 812 8317  
**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE** : 28 January 2022

**POST 01/62** : **OPERATIONAL MANAGER REF NO: CHBAH 530 (X1 POST)**  
Directorate: Internal Medicine

**SALARY** : R450 939 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current

proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 28 January 2022
- POST 01/63** : **OPERATIONAL MANAGER REF NO: CHBAH 531 (X1 POST)**  
Directorate: Palliative Care Unit
- SALARY CENTRE REQUIREMENTS** : R450 939 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. 3yrs of 7years must be experience in Palliative Care Unit. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues. Implementation of National Core Standards.
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current

proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 28 January 2022

**POST 01/64**

: **CLINICAL QUALITY COORDINATOR REF NO: STDH/00043 (X1 POST)**  
Directorate: Nursing

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

: R450 939 – R507 531 per annum, plus benefits  
: Sizwe Tropical Disease Hospital  
: Grade 12 (STD10). Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years' experience as Quality Assurance Coordinator will be an added advantage. Quality Assurance certificate with a recognized institution will be an added advantage. Computer Literate will be an added advantage. Comprehensive knowledge and understanding of National Health Act, Regulated Norms and Standards/Ideal Hospital Realization Management System/NCS, Quality Assurance Framework. Knowledge in application of clinical Infection Prevention and Control policies, current Health and public Legislations, Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics. Quality Assurance and Quality Improvement Initiatives, Health Information System's and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills, communication skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

**DUTIES**

: Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/plans, provide leadership in the development of quality improvement plans and Standard Operating (SOP). Provide strategic leadership for the quality directorate in the institution towards the realization of the strategic goals and objectives. Coordination, investigation, management and reporting of complaints and patient safety incidences in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in clinical audit, ethics committee and facilitate trainings on Quality Assurance and professional code of conduct. Serve on institutional committee for selected quality assurance programmes. Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to

improve Clients satisfaction, Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to Quality Improvement Plans and SOP's. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality assurance and improve service delivery. Support the institution efforts towards reducing the transmission of COVID -19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical areas and compliance with Norms and Standards. Participate in Hospital committees as delegated.

**ENQUIRIES** : Ms BM Rikhotso Tel No: (011) 531 – 4304/2  
**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

**NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies. A detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 28 January 2022

**POST 01/65** : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/012797 (X1 POST)**  
 Directorate: Nuclear Medicine

**SALARY** : R401 640 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Nuclear Medicine Radiography. Current registration with HPCSA for 2021/2022.Registration with the HPCSA as a Nuclear Medicine Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

**DUTIES** : Render effective patient centred nuclear medicine service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES** : Ms. V. Modisane Tel No: (011) 933 8502/0845  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 28 January 2022
- POST 01/66** : **PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFE) GRADE 1-2 REF NO: FERH/NURSE-03/2021 (X1 POST)**  
Directorate: Nursing
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)  
R478 404 - R588 390 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift.
- DUTIES** : Provision of high quality nursing care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of health team. Will be a team shift leader relieving the operational manager.
- ENQUIRIES APPLICATIONS** : Mrs. M.K Nkuna Tel No: 011 812 8317  
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, “applicants must submit

copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 28 January 2022
- POST 01/67** : **PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFE) (X1 POST)**  
**GRADE 1-2 REF NO: FERH/NURSE-04/2021**  
Directorate: Nursing
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)  
R478 404 - R588 390 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift.
- DUTIES** : Provision of high quality nursing care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of health team. Will be a team shift leader relieving the operational manager.
- ENQUIRIES** : Mrs. M.K Nkuna Tel No: 011 812 8317
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 28 January 2022

**POST 01/68** : **PROFESSIONAL NURSE – SPECIALTY (ORTHOPAEDICS) GRADE 1-2**  
**REF NO: FERH/NURSE-05/2021 (X1 POST)**  
 Directorate: Nursing

**SALARY** : R388 974 - R450 939 per annum, (plus benefits)  
 R478 404 - R588 390 per annum, (plus benefits)

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift. Basic computer skills. Knowledge of all legislation relevant to health care service.

**DUTIES** : The incumbent will work under direct supervision of the operational manager in his/her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. Incumbent will be a shift leader of nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift. Minimise complication of fracture by putting back slabs, plaster of Paris, putting skin traction etc.

**ENQUIRIES** : Mrs. M.K Nkuna Tel No: 011 812 8317

**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, “applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR”. You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant’s responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE** : 28 January 2022

**POST 01/69** : **ASSISTANT DIRECTOR: FINANCE REF NO: LRT/ADM/01 (X1 POST)**  
 Directorate: Finance Department

**SALARY** : R382 254 per annum, (plus benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : An appropriate NQF level 7 (bachelor’s degree or Advanced Diploma or B tech) qualification in Financial Accounting / Financial management plus 3 years supervisory level experience in Finance. Computer Literacy. Must have a valid driver’s license. Knowledge of relevant Act (PFMA, Treasury Regulations) and systems (BAS, SAP). Interpersonal skills. Communication skills. Good leadership skills. Must be able to plan, organise and co-ordinate activities in the unit. Ability to work under pressure. Team leadership.

**DUTIES** : Development of the Finance Department Operational Plan, compile and present quarterly reviews. Effective Financial control and monitoring of current

budget and expenditure. Compiling of monthly financial reports. Perform various expenditure monthly reconciliations. Clearing of wed cycles. Management of accruals. Ensure suppliers are paid within 30 days. Attend to suppliers related queries. Assist in the preparations and allocation of budget. Training of staff on finance related matters. Supervision and mentoring of staff. Attend to auditors and develop action plans to improve control and eliminate audit findings. Effective Risk management. Evaluate performance of sub – ordinates quarterly and annually.

**ENQUIRIES** : Mr C Molefe Tel No: (011) 411 3722  
**APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.

**NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

**CLOSING DATE** : 28 January 2022

**POST 01/70** : **ASSISTANT DIRECTOR: FINANCE (X1 POST)**  
 Directorate: Finance Department

**SALARY** : R382 254 per annum, (plus benefits)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : An appropriate NQF level 7 (bachelor's degree or Advanced Diploma or B tech) qualification in Financial Accounting / Financial management plus 3 years supervisory level experience in Finance. Computer Literacy. Must have a valid driver's license. Knowledge of relevant Act (PFMA, Treasury Regulations) and systems (BAS, SAP). Interpersonal skills. Communication skills. Good leadership skills. Must be able to plan, organise and co-ordinate activities in the unit. Ability to work under pressure. Team leadership.

**DUTIES** : Development of the Finance Department Operational Plan, compile and present quarterly reviews. Effective Financial control and monitoring of current budget and expenditure. Compiling of monthly financial reports. Perform various expenditure monthly reconciliations. Clearing of wed cycles. Management of accruals. Ensure suppliers are paid within 30 days. Attend to suppliers related queries. Assist in the preparations and allocation of budget. Training of staff on finance related matters. Supervision and mentoring of staff. Attend to auditors and develop action plans to improve control and eliminate audit findings. Effective Risk management. Evaluate performance of sub – ordinates quarterly and annually.

**ENQUIRIES** : Mr C Molefe Tel No: (011) 411 3722  
**APPLICATIONS** : should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.



**NOTE**

: Applications should be delivered by 12h00 (Noon) on the closing date. Applications must be submitted on a fully completed 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 as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

**CLOSING DATE**

: 28 January 2022

**POST 01/71**

: **MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 533 (X1 POST)**  
Directorate: Revenue Management

**SALARY  
CENTRE**

: R382 245 per annum (Level 09), (plus benefits)  
: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Grade 12 plus a three-year National Diploma/Degree in Public Administration/Finance or Grade 12 or equivalent with ten (10) years' experience in revenue management of which five (5) must be on a supervisory level. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Must have presentation skills. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational, planning analytical, financial management and negotiations skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the PFMA, DORA, Treasury Regulations, UPFS and other relevant revenue collection legislative framework. Knowledge in BAS and Medicom.

**DUTIES**

: Monitoring billing of billable patients and special clinical services rendered. Ensure proper and correct classification of billable patients with supporting documents. Ensure that accounts are billed in accordance with the Uniform Patient Fee Schedule (UPFS). Prepare and send correct and accurate accounts to customers. Monitoring of unmanaged debts on the Ageing Analysis for billing purposes and reduction of the outstanding patient debt. Perform monthly revenue reconciliations. Compile and submit statutory reports on a monthly basis to internal management and head office. Ensure smooth integration of billing processes with other revenue sub-units for revenue enhancement. Keep electronic and physical records for all revenue collection related transactions for reference and audit purposes. Liaise with internal and external customers. Ensure compliance to PFMA, DORA, Treasury Regulations, Revenue Process Flow and other revenue policies and guidelines. Implementation and monitoring of the revenue process flow of the revenue management policies, plans and strategies. Perform change management, planning, organization and leadership in revenue related duties to ensure that revenue section reaches both institutional and provincial set targets. Provide training and support to subordinates. Be responsible for mentoring and training officials under the sub-section being managed. Do other reasonable adhoc exercises and tasks as and when required to strengthen service delivery in the Hospital. Adhere to timelines. Be willing to undergo

continuous training and development. Management of personnel performance and review thereof.

**ENQUIRIES  
APPLICATIONS**

: Ms D Mangezi Tel No: (011) 933 9748  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 28 January 2022

**POST 01/72**

: **PRODUCTION DIAGNOSTIC RADIOGRAPHER REF NO: LRT/ALL/01 (X3 POSTS)**  
Directorate: Radiology Department

**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  
REQUIREMENTS**

: Leratong Hospital  
: Diploma/ Degree in Diagnostic Radiographer. Current annual certificate of registration with HPCSA. Independent registration certificate with HPCSA. Skill on the following areas: Quality Patient Care, Organising, Communication, Interpersonal relationship, Quality Assurance, accreditation standards, knowledge of specialized procedures such as CT Scan and Fluoroscopy equipment. Ability to work in team and the ability to work under pressure in a changing environment. Computer literacy will be an added advantage.

**DUTIES**

: Partake in the production of high diagnostic radiographer in 24hr service Department. X-ray images to be produced according to prescribed protocols, radiation control measures and Medico – Legal requirements. Partake in supervising Community Service Radiographers. Plan and Organize the provision of the Radiographer services according to the vision and mission statements of the Department of health. To promote Batho Pele in execution of all tasks for efficient service delivery. To adhere to National Core Standards, Quality Assurance, other Public Service Policies and Acts. Assist in stock control. Ensure high level of patient care. Partake in departmental QA. Communicate with external and internal professionals to ensure patient safety and fair treatment.

- ENQUIRIES APPLICATIONS** : Ms M Ratshilumelo Tel No: 011 411 3573  
 : Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.
- CLOSING DATE** : 28 January 2022
- POST 01/73** : **PHYSIOTHERAPIST GRADE 1 REF NO: REFS/012799 (X2 POSTS)**  
 Directorate: Physiotherapy
- SALARY CENTRE REQUIREMENTS** : Grade 1: R322 746 per annum, (plus benefits)  
 : Chris Hani Baragwanath Academic Hospital  
 : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice Physiotherapist. Current registration with HPCSA for 2021/2022.No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. The following will be an added advantage: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Experience in a hospital setting and experience in ICU Physiotherapy.
- DUTIES** : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to departmental, institutional, provincial & national policies, procedures, regulations, guidelines and SOP's. Work with colleagues, provide relieve as and when the need arises, and work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols.Participate in student training, supervision and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards in the unit. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders.
- ENQUIRIES APPLICATIONS** : Ms. E. Haarhoff Tel No: (011) 933 8927  
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or

on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 28 January 2022
- POST 01/74** : **RADIOGRAPHER GRADE 1-3 REF NO: FERH/XRAY-01/2021 (X1 POST)**  
Directorate: Radiology (Xray)
- SALARY** : R322 746 - R367 299 per annum, (plus benefits)  
R378 402 - R432 684 per annum, (plus benefits)  
R445 752 - R540 954 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Grade 12 (Matric) and Three (3) years diploma/degree in diagnostic radiography. Proof of registration with HPCSA as an independent practitioner Diagnostic radiographer. Proof of annual (current) registration as Diagnostic radiographer. Must be post community service (completed community service).
- DUTIES** : Provide a 24hours quality service. Render effective patient centred radiology service for in and out patients in adherence to the scope of practise and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. Compliance with hazardous substance act, SAPHRA/Radiation control regulation and license conditions. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with patient rights charter and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional development as required by HPCSA. Knowledge of national core standards and six key priorities.
- ENQUIRIES** : Mr. K Manqele Tel No: 011 812 8639/8634/8372
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with

detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 28 January 2022
- POST 01/75** : **ENVIRONMENTAL HEALTH OFFICER GRADE 1-3 REF NO: FERH/EHO-01/2021 (X1 POST)**  
Directorate: Environmental Health
- SALARY** : R322 746 - R367 299 per annum, (plus benefits)  
R378 402 - R432 684 per annum, (plus benefits)  
R445 752 - R540 954 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
Grade 12 (Matric) and Four (4) years diploma/degree in Environmental Health. Proof of registration with HPCSA as an independent practitioner Environmental health practitioner. Proof of annual (current) registration as Environmental health practitioner. Must be post community service (completed community service). Good communication (written & verbal) and interpersonal skills. Demonstrate understanding of Environmental health legislations. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Hospital experience and extensive knowledge in Occupational health and safety will be an added advantage.
- DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (Collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organise pest control programme). Disease surveillance (form part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
- ENQUIRIES APPLICATIONS** : Mrs E Mawela Tel No: 011 812 8628  
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng

Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE**

: 28 January 2022

**POST 01/76**

: **HUMAN RESOURCE OFFICER REF NO: SBAH 005/2022**  
Directorate: Human Resource Management

**SALARY**

: R261 372 per annum, plus benefits

**CENTRE**

: Steve Biko Academic Hospital

**REQUIREMENTS**

: An appropriate NQF level 6 in Human Resources with 3-5 year's relevant experience in the field. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyze HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. Excellent ethics demeanor. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential. A valid driver's license.

**DUTIES**

: Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation.

**ENQUIRIES**

: Mrs. RM Mamadi Tel No: (012) 354 2275

**APPLICATIONS**

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

**NOTE**

: Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

: 31 January 2022

**POST 01/77**

: **ADMINISTRATION OFFICER (CLEANING SERVICES) REF NO: SBAH 006/2022**

Directorate: Patient administration and Logistics

**SALARY**

: R261 372 per annum, plus benefits

**CENTRE**

: Steve Biko Academic Hospital

**REQUIREMENTS**

: National Diploma/Degree in Public Administration/ Public Management from a SAQA recognized tertiary institution with a minimum 2 years` experience in a formal Hospital environment. Cleaning related qualification will be an added advantage. Strong management abilities. Planning, organizing and

coordinating. Conflict Management, problem solving, negotiation skills and innovative. Good customer relations and people management skills. Have good verbal and written communication skills Computer literacy skills and knowledge of programs (MS Word, Excel, PowerPoint and Outlook). Able to work accurately under pressure.

**DUTIES** : The incumbent will be required to render cleaning supervisory support and general clerical work. Manage all resources (Human Resource and assets). Provide advice to floor supervisors (Cleaning Services). Compile daily statistics and monthly audits. Facilitate training and development of workers. Manage and ensure compliance with the following policies Human Resources, Labour Relations, Quality Assurance, Infection Prevention and Control and Occupational Health and Safety. Manage performance of workers, cleaning section performance and other duties.

**ENQUIRIES** : Mr. TC Sinyosi Tel No: 012 354 1421  
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 31 January 2022

**POST 01/78** : **LOGISTICS SUPPORT OFFICER REF NO: SBAH 007/2022**  
Directorate: Supply Chain Management

**SALARY** : R261 372 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12 and a 3 year relevant tertiary qualifications with 4 years' experience in Supply Chain management on post Level 5 or Equivalent. Ability to work independently and meet deadlines and to attend to details and ensure correctness of data / information. Ability to work under pressure and in a team. Be prepared to work overtime when required to meet deadlines. Excellent, analytical, planning, project and organizational skills. Good interpersonal relations, negotiation, organizational, planning and problem-solving skills. Must be a client orientated person and have effective Communication skills (written & verbal,) computer literacy (proven computer skills) Knowledge of sap or related supply chain management systems. E.g. SAP or related systems. Experience in the acquisition of good and services Experience in the evaluation of bids/quotations. Experience in ware house management. Experience in a Health environment would be an added advantage. Valid driver's license. Proven knowledge of all relevant SCM prescripts and legislation.

**DUTIES** : Supervise the RFQ Office (Request for Quotation Office)It should be noted that SCM officials rotate on a regular basis Assist end users with timeous development of the specifications and material master numbers (MMN) of bid and RFQ's. Assists end-users with compilation of demand management plans and procurement plans. Consolidate relevant reports and review demand. Contract management including, but not limited to identification and allocation of different contracts on requisitions before acquisition; Updating and management of contract register; Liaise with head office, provincial and national treasury regarding the availability of new contracts. Contract renewal / extensions and termination of contracts, and capturing of contract items; monitoring of demand management plans for the end users to ensure compliance. Ensure compliance with all SCM processes and procedures and treasury regulations and that bids are invited within the framework as prescribed by national treasury and preferential procurement policy framework act. Prepare management information and reports, statistics and reporting on procurement to management. Attend to supply chain management audit queries, Human resources management (i.e. Job description, performance agreements, performance appraisal and development of staff. Prepare and coordinate stock takings and exercise supervision during stock taking. Compile stock taking report. Prepare monthly recons on inventory stock to head office. Supervise and manage demand section of the SCM and provide guidelines in respect of minimum and maximum stock levels, when ordering store items and non-store items an all other tasks related to supply chain management.

**ENQUIRIES** : Mr. D Moraswi Tel No: 012 354 5159

- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2022
- POST 01/79** : **HUMAN RESOURCE OFFICER REF NO: PWH/HR-O/30/12 (X1 POST)**  
Directorate: HR Department
- SALARY** : R261 372 – R307 890 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Grade 12 with at least 5 years functional experience in Human Resource or a Human Resource/Public Administration or equivalent Degree/National Diploma with 3 to 5 years' experience in a HR Department. Persal certificates and working experience on the Persal System. Must be Computer Literate. Must have good Written and verbal communication Skills. Must be knowledgeable on the Public Service Act and Regulations, Public Finance Management Act, Collective Agreements, OSD Requirements, Code of Conduct, Core Standards and Policies.
- DUTIES** : Manage and co-ordinate Human Resource administration matters within the Institution to contribute to the Rendering of Professional Human Resource Management Service. Supervise the implementation and Maintenance of Human Resource Administration practices concerning service benefits, salary administration, and Leave Administration, core standards. Address Human Resource Management enquiries to ensure the correct Implementation of Human Resource Management practices. Provide inputs on the development/amendments of Guidelines/policies/standard operation procedures implemented in the Institution. Inform, guide and advise Departments/personnel on HR Administration matters. Management of training, monitoring and development of Sub-ordinates, work allocations and effective implementation of performance management. Management and assuring the quality of HR Information and the promotion of information distribution process' sub-ordinate and Conduct investigation of HR related problems and advising Management thereof. Oversee, maintain and monitor an effective HR Information System, including HR Databases, RWOPS and absenteeism profile. Responsible for Discipline within HR Department. Report on statistics on HR related matters and delegations.
- ENQUIRIES** : Ms KH Mokwana Tel No: 012 380 1213
- APPLICATIONS** : All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
- CLOSING DATE** : 28 January 2022
- POST 01/80** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: PWH/PN/29/21 (X4 POSTS)**  
Directorate: Nursing Department
- SALARY** : R260 760 – R302 292 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric certificate, Basic qualification accredited with the SANC in terms of Gov. Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse. Current registration with SANC, Experience in Midwifery and psychiatric nursing will be an added advantage. Skills Good communication skills. Interpersonal and organizational skills.



**DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Supervise and train sub-ordinates.

**ENQUIRIES** : Ms TQ Mahlangu Tel No: (012) 380 1207  
**APPLICATIONS** : Hand delivered to Pretoria West District Hospital, HR Department, 380 Sytze Wierda, Avenue, Philip Nel Park Pretoria West OR Posted to Pretoria West Private Bag X02, Pretoria West 0117.

**NOTE** : Applications must be submitted on the new Z83 form (obtainable from any Public Service Department) and must be completed in full and page two duly signed. Clear indication of The Post and reference number that is being applied for must be indicated on your Z.83. A Recent CV specifying all qualifications and experience, all copies must be certified of Qualifications and ID must be attached. General information if any discrepancies found, Services will be terminated with immediate effect.

**CLOSING DATE** : 28 January 2022

**POST 01/81** : **PROFESSIONAL NURSE REF NO: STDH/00044 (X2 POSTS)**  
Directorate: Nursing

**SALARY** : R260 760 – R302 292 per annum, plus benefits  
**CENTRE** : Sizwe Tropical Disease Hospital  
**REQUIREMENTS** : Grade 12 (std10). Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Midwifery will be an added advantage. Good communication skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care process and procedures, quality assurance, patient experience of care, patients' safety, infection control and relevant legal frameworks e.g. National core standards. Good ethical practice and caring attitude.

**DUTIES** : Provide direction and supervision for the implementation of Nursing care plan, rendering of quality patient care. Demonstrate knowledge and insight into the relevant legal framework such as: Nursing act, scope of practice, basic knowledge of Labour Relation Acts. Assist in completion of clinical records and that data is entered timeously. Ensure that all quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Ability to effectively and efficiently manage resources allocated to the unit. Be a team leader responsible for I Care 4 you values. Maintain professional growth/ethical standards, self-development and CPD. Implement standards, practices, criteria and indicators for quality nursing care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders.

**ENQUIRIES** : Ms LM Mokoena Tel No: (011) 531 – 4365  
**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

**NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies. A detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 28 January 2022

**POST 01/82** : **CLIENT INFORMATION CLERK REF NO: CHBAH 535**  
Directorate: ICT Systems Applications

**SALARY** : R176 310 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
 : Minimum requirement Grade 12 with no experience. The prospective appointee should have good communication skills and telephone etiquette, team player and good report writing skill. Have ability to work independently under pressure and adhere to deadlines. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Ability to act with tact and discretion .Candidate must be professional in handling customers on the telephone must be Computer literacy (Ms. Office Package). Experience in a Call Centre environment will be an added advantage. Knowledge and application of Batho Pele Principles.
- DUTIES** : The successful candidate will be responsible for receive incoming telephone calls, determines purpose of calls, and log calls to the system and assign to appropriate personnel or department. Answers questions about organization and provide callers with address, directions, and other information. Perform other administration duties as required by management. Provide first line desktop support to end-users. Ensure that Call Centre services are running effectively and efficiently. Liaise with customers and stakeholders. Candidate should willing to work shifts. Maintain good customer relations. Write and submit timely reports on performance, targets and customer queries. Maintain records of the conversations with the customer and analyze the data. Handle Call Centre equipment appropriately and using the equipment according to specifications and monitor utilization. Comply with the performance management and development system.
- ENQUIRIES APPLICATIONS** : Mr T Mohale Tel No: (011) 933 9392  
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 January 2022
- POST 01/83** : **STAFF NURSE REF NO: STDH/00045 (X1 POST)**  
 Directorate: Nursing
- SALARY CENTRE** : R173 952 – R195 771 per annum, plus benefits  
 : Sizwe Tropical Disease Hospital

- REQUIREMENTS** : Grade 12 (STD10) or equivalent Qualification, two year Enrolled Nurse certificate that allows registration with the South African Nursing Council {SANC}as an Enrolled nurse. Proof of current registration with the South African Nursing Council (SANC) as Enrolled Nurse. A minimum of one (1) year appropriate experience in nursing after registration with the SANC as Enrolled Nurse. Experience as a Nurse will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills to function as part of a team. Knowledge of nursing care processes and procedures, Quality assurance, patients experience of care, patients' safety, infection control and other relevant legal frame works e.g. Ideal Hospital Realization. Good ethical practice and caring attitude.
- DUTIES** : To ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Ensure that the national core standards (Ideal Hospital realization) are maintained and upheld. Maintain professional growth /ethical standards and self-development.
- ENQUIRIES** : Ms CD Ndebele Tel No: (011) 531 – 4345
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on a NEW Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies. A detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 28 January 2022

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

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

**OTHER POSTS**

- POST 01/84** : **MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) NEUROLOGY RE NO: GS 69/21**  
Component: Internal Medicine
- SALARY** : Grade 1: R1 122 630 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.  
Grade 2: R1 283 592 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form annually  
Grade 3: R1 489 665 per annum, package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form annually
- CENTRE** : Greys Hospital, Pmb Metropolitan Hospital Complex (including Grey's, Harry Gwala Regional and Northdale Hospitals)
- REQUIREMENTS** : Senior Certificate or equivalent MBChB or equivalent and FC (Neuro) (SA) or equivalent. Current Registration with HPCSA as a Specialist in Neurology MMed or MMed (Sci) or equivalent. Registrars who have completed their training or will have completed their training by 31 December 2021 may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration or impending registration with the Health Professions Council of South Africa. Recommendations: Academic Curriculum Vitae stating teaching and research experience as well as listing publications Knowledge, Skills, Experience And Competencies: Competent Neurology skills, appropriate for the level of a specialist in Neurology; Ability and willingness to develop skills in various Neurology subspecialties based on operational need and where possible, based on vocational interest Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post. **Grade 1** Medical Specialist Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Medical Specialist Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist **Grade 3:** Medical Specialist R Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist
- DUTIES** : The incumbent will be primarily based at Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Unit of Neurology in the following spheres Clinical Duties: Care of both inpatients and outpatients, training registrars Manage the Greys Neurology ward and acute neurology patients Manage internal and external referrals to Greys Neurology Department Supervise the interdisciplinary triage and management of Neurology patients Assist or manage neurology subspecialty services when required. Liaise with other departments in work-related matters as determined by the head of department. On-call duty providing expert opinion when required. Participate in the after hours Neurology service as required by operational need. Perform outreach services in Area 2. This may include visits or rotation to Pmb Metro Complex Facilities (EDH and NDH) or Area 2 hospitals as determined by the Head of Neurology. Academic Duties - Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Outpatient clinics, ward rounds, clinical

bedside and procedural teaching Formal tutorials, lectures and assessments  
 Participation in the departmental academic and clinical meeting programs  
 Training undergraduates and postgraduate students Assisting with  
 administration related to academic activities Registrar guidance in preparation  
 of case presentation Research supervision, conducting, assisting and  
 stimulating research. Administrative and managerial responsibilities: Assist  
 with departmental clinical service administration include participation in the  
 day-to-day running of the ward, outpatient clinics, neurophysiology laboratory.  
 Assist with departmental junior staff supervision, discipline, conflict resolution  
 and administration. Assist in development of clinical protocols for the  
 Neurology service Participate in departmental audits and quality assurance  
 programs Any other duties as assigned by the Head of Department. The  
 incumbent has to maintain a satisfactory clinical, professional and ethical  
 standards related to all services provided and contribute to a harmonious  
 working environment. The successful candidate will be expected to develop a  
 special interest in a neurology-subspecialty of their choosing.

- ENQUIRIES** : Dr AK Naidoo Tel No: 033 – 897 3298
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys  
 Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted:  
 Application for employment form (Z83) which is obtainable at any Government  
 Department OR website, Applicants must submit copies of qualifications,  
 Identity document and drivers license (where appropriate) and any other  
 relevant documents. Such copies need not be certified when applying for a  
 post. The communication from HR of the department regarding the  
 requirements for certified documents will be limited to shortlisted candidates.  
 Therefore only shortlisted candidates for a post will be required to submit  
 certified documents on or before the of the interview following communication  
 from HR, Curriculum Vitae NB: Failure to comply with the above instructions  
 will disqualify applicants. The circular minute number / reference must be  
 indicated in the column provided on the form Z83 e.g GS 69/21. Please note  
 due to large numbers of applications we envisage to receive, applicants will not  
 be acknowledged. Communication will only be entered into with candidates  
 that have been short-listed. If you have not heard from us two months after the  
 closing date, please consider your application as being unsuccessful. The  
 appointment is subject to positive outcome obtained from the State security  
 Agency (SSA) to the following checks (security clearance, credit records,  
 qualifications, citizenship and previous employment verifications and  
 verification from the Company Intellectual Property (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. Failure to comply will result in the  
 application not being considered. The Employment Equity Target for this post  
 is: African Male, African Female, Coloured Male
- CLOSING DATE** : 28 January 2022
- POST 01/85** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 68/21**  
 Component: Orthopaedics
- SALARY** : Grade 1: R833 523 per annum  
 Grade 2: R953 049 per annum  
 Grade 3: R1 106 037 per annum  
 All inclusive package consists of 70% basic salary and 30% flexible portion that  
 may be structured in terms of the applicable rules, Plus Commuted Overtime  
 which is subject to the needs of the department. Incumbents will have to sign  
 the commuted overtime contract form.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent MBChB Degree Plus Current registration with  
 the Health Professions Council of South Africa as a Medical Practitioner **Grade**  
**1:** Experience: Not Applicable. Foreign qualified candidates require 1 year  
 relevant experience after registration as a Medical Practitioner with a  
 recognized Foreign Health Professional Council, of whom it is not required to  
 perform Community Service, as required in South Africa. **Grade 2:** Experience:  
 5 years appropriate experience as a Medical Officer after registration with the  
 HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant

experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa Recommendations Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage Knowledge, Skills, Experience And Competencies: Good knowledge of current health and public service legislation and policy ,medical ethics, epidemiology and statistics Good decision making ,analytical and communication skills Computer Literacy.

**DUTIES** : Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

**ENQUIRIES** : Dr A W R Mungherera Tel No: 033 – 8973299  
**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs M. Chandulal  
**NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR, Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 68/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (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. Failure to comply will result in the application not being considered. The Employment Equity Target for this post is: African Male, African Female, Coloured Male

**CLOSING DATE** : 28 January 2022

**POST 01/86** **MEDICAL OFFICER GRADE 1 REF NO: CJMH 12/2021 (X3 POSTS)**  
 Component: Medical Services  
 All candidates who had applied for this advertised post should re-apply.

**SALARY** : R833 523 per annum. Other Benefits: Package consist of 70% basic salary and 30% flexible portion that May be structured in terms of the applicable rules. Plus 22% rural allowance and Commuted Overtime Medical Aid (Optional)

**CENTRE** : Charles Johnson Memorial Hospital  
**REQUIREMENTS** : Senior Certificate and MBCHB. A minimum of one (01) year appropriate experience after registration with HPCSA as a Medical Practitioner. Current receipt registration with HPCSA 2021/2022. In –service applicants are required to obtain the proof of SAQA verification from their Human Resource department if applicable. Applicants are required to submit certificate of service

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|                             |   | detailing experience. Knowledge, Skills, Training and Competences Required<br>Knowledge of health legislation and policies at public institution, excellent human, communication and leadership skills, sound knowledge and clinical skills, knowledge and understanding of Batho Pele, good team building and problem solver, good research and presentation skills, problem solving.  |
| <b><u>DUTIES</u></b>        | : | Provision of quality patient centered care for all patients, examine, investigate, diagnose and oversee the treatment of patients, provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required, participate in communicable health programme and ensure the relevant patient statistics are maintained to facilitate proper decision making, undertake on going care of individuals patients to allow for continuity of care, maintain accurate health records in accordance with legal ethical considerations, train and guide staff and health associated professionals, liaise with emotional, social and physical aspects of disease, provide preventive health intervention and measures to promote health.   |
| <b><u>ENQUIRIES</u></b>     | : | Dr TIW Khumalo Tel No: (034) 271 6404   |
| <b><u>APPLICATIONS</u></b>  | : | should be forwarded to: 92 Hlubi Street C. J. M. Hospital Nqutu, 3135, Private Bag X5503, Nqutu, 3135   |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Manager  |
| <b><u>NOTE</u></b>          | : | Applications should from any Public Service Department Human Resource Department be submitted on form Z83 OR from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Copies of ID, Matric, highest educational qualifications and HPCSA registration – Current registration with HPCSA 2021. Updated Curriculum Vitae. Copy of certificates and Service record endorsed by Human Resource Office. The reference number must be indicated in the column provided on form Z83 e.g. CJM 06/2021. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. |
| <b><u>CLOSING DATE</u></b>  | : | 28 January 2022   |
| <b><u>POST 01/87</u></b>    | : | <b><u>OPERATIONAL MANAGER (SPEC) – TRAUMA &amp; RESUSCITATION REF NO: UMP 13/2021</u></b>   |
| <b><u>SALARY</u></b>        | : | R571 242 – R642 933 per annum   |
| <b><u>CENTRE</u></b>        | : | Umphumulo Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate, Diploma/Degree in general nursing or equivalent, Registration with the S.A.N.C. as a General Nurse and Midwife, A post basic nursing qualification in Trauma Nursing Care accredited with the South African Nursing Council, Current (2021) council receipt, A minimum of nine (9) years appropriate / recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification in Trauma Nursing Care. Proof of previous and current work experience (Certificate /s of service) endorsed and stamped by HR must be attached. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Empathy and counselling skills. Project management skills. Knowledge of Code of Conduct and Labour Relations and related policies. Basic understanding of HR and Financial policies and procedures. Strong interpersonal, communication and presentation skills. Basic computer literacy.                   |
| <b><u>DUTIES</u></b>        | : | Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho   |

Pele. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Manage acute, emergency and trauma nursing units & Out-Patient section. Monitor performance with regards to performance indicators and be able to develop strategic direction for the Units under your jurisdiction. Exercise control of discipline, grievance and any labour relations issues in terms of laid down policies and procedures. Participate in National Core Standards and PPTICRM [Ideal Clinic Realisation and Maintenance]. Monitor and ensure an improvement in waiting times. Ensure a smooth running of POPD. Ensure implementation and maintenance of IMAM, EPI, MBFI programmes. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Ensure the provision of accurate statistical information for data management. Monitor and evaluate staff performance. Support and mentor junior staff and students.

**ENQUIRIES  
APPLICATIONS**

: Mrs. J. M. Ndlovu Tel No: 032 4814199  
 : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION  
NOTE**

: Mr S. M. Naidoo  
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates – NB. Documents need not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified documents on or before the date of interview. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

: 28 January 2022

**POST 01/88**

: **OPERATIONAL MANAGER SPECIALTY REF NO: KH18/2021 (X1 POST)**

**SALARY**

: R571 242 – R642 933 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: KwaMagwaza District Hospital (Gateway Clinic)  
 : Grade 12/ Senior Certificate Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification one (1) year post –basic nursing qualification in relevant specialty. Current registration with SANC (2021) as General Nurse. A minimum of 9 (nine) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing , of which at least five (5) years must be appropriate/recognizable experience after obtaining a one (1) year post basic qualification in relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). In depth knowledge of nursing legislation, related legal and ethical nursing practices, Public service policies and other Health related prescripts. Knowledge of quality norms and standards as directed by negotiated service delivery agreement, National Core Standards, Patient Right Charter and Batho Pele Principles. Leadership, organizing, decision-making, problem solving. Computer literacy to enhance service delivery. Time and conflict management



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| <b><u>DUTIES</u></b>        | : | skills, report writing skills, Communication skills to enhance team work and Human Resource and Financial Management.   |
|                             | : | Co-ordinate of specialised paediatric services in the ward. Provide quality nursing care within the multi-disciplinary team. Delegate duties to staff and provide support. Daily allocation of duties to staff as well as weekly allocation. Staff development. Management of asset and use of telephone. Orientation and induction of new employees on work environment. Data Management. Reinforce professionalism and ethics for nurses and grievance and disciplinary procedures maintenance.   |
| <b><u>ENQUIRIES</u></b>     | : | Mrs PD Buthelezi Tel No: 035 450 8293   |
| <b><u>APPLICATIONS</u></b>  | : | All applications should be forwarded to: The Assistant Director: Human Resource Office, KZN Department of Health, Private Bag X 808, Melmoth, 3835 or Hand delivery to: Kwamagwaza Hospital, Melmoth, 3835.   |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Manager  |
| <b><u>NOTE</u></b>          | : | Directions to the candidates the following documents must be submitted: Applications for employment form (z.83) which is obtainable from any government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Applications must be submitted on the prescribed Application for Employment form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's license. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC) Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications ere unsuccessfully. Applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. NB: Preference will be given to African Male and people with disabilities. |
| <b><u>CLOSING DATE</u></b>  | : | 28 January 2021   |
| <b><u>POST 01/89</u></b>    | : | <b><u>OPERATIONAL MANAGER SPECIALTY REF NO: KH19/2021 (X1 POST)</u></b>   |
| <b><u>SALARY</u></b>        | : | R571 242 – R642 933 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13 <sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)   |
| <b><u>CENTRE</u></b>        | : | KwaMagwaza District Hospital (Mobile Clinic)  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12/ Senior Certificate Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification one (1) year post –basic nursing qualification in relevant specialty. Current registration with SANC (2021) as General Nurse. A minimum of 9 (nine) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing, of which at least five (5) years must be appropriate/recognizable experience after obtaining a one (1) year post basic qualification in relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). In depth knowledge of nursing legislation, related legal and ethical nursing practices, Public service policies and other Health related prescripts. Knowledge of quality norms and standards as directed by negotiated service delivery agreement, National Core Standards, Patient Right Charter and Batho Pele Principles. Leadership, organizing, decision-making, problem solving. Computer literacy to enhance service delivery. Time and conflict management skills, report writing skills, Communication skills to enhance team work and Human Resource and Financial Management.  |
| <b><u>DUTIES</u></b>        | : | Co-ordinate of specialised paediatric services in the ward. Provide quality nursing care within the multi-disciplinary team. Delegate duties to staff and provide support. Daily allocation of duties to staff as well as weekly allocation. Staff development. Management of asset and use of telephone. Orientation and induction of new employees on work environment. Data Management. Re-  |

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|                             |   | inforce professionalism and ethics for nurses and grievance and disciplinary procedures maintenance.   |
| <b><u>ENQUIRIES</u></b>     | : | Mrs PD Buthelezi Tel No: 035 450 8293  |
| <b><u>APPLICATIONS</u></b>  | : | All applications should be forwarded to: The Assistant Director: Human Resource Office, KZN Department of Health, Private Bag X 808, Melmoth, 3835 or Hand delivery to: Kwamagwaza Hospital, Melmoth, 3835.  |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Manager   |
| <b><u>NOTE</u></b>          | : | Directions to the candidates the following documents must be submitted: Applications for employment form (z.83) which is obtainable from any government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Applications must be submitted on the prescribed Application for Employment form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's license. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications ere unsuccessfully. Applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. NB: Preference will be given to African Male and people with disabilities. |
| <b><u>CLOSING DATE</u></b>  | : | 28 January 2022  |
| <b><u>POST 01/90</u></b>    | : | <b><u>CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: EKO 01/2022 (X1 POST)</u></b>  |
| <b><u>SALARY</u></b>        | : | Grade1: R450 939 – R507 531 per annum basic, 8% inhospitable allowance of basic salary. Other Benefits: 13 <sup>th</sup> cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).   |
| <b><u>CENTRE</u></b>        | : | Ekombe Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate/ Matric. Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC (2022 receipt). A minimum of seven (07) years appropriate /recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Proof of previous and current work experience endorsed and stamped by Human Resource Department (Certificate of service). Recommendations Computer Literacy, Driver's License Code EB (08).   |
| <b><u>DUTIES</u></b>        | : | Develop and implement quality assurance programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of institutional plan. Coordinate and facilitate the development of the Institutional Quality Improvement Programme and monitor progress on implementation quarterly. Maintain and sustain norms, standards & good governance in clinical & non clinical areas. Promote & facilitate the implementation of guidelines, standard operating procedures and policies. Review and evaluate patient's medical records in line with the Ideal Clinic and National Core Standards precepts. Facilitate the auditing of clinical records and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events and ensure implementation of recommendations/ action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys & complaints management) Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on quality related issues. Consult/advice HOD's on quality matters. Attend relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to National Core Standards. Ensure that institutional National Core Standards self- assessments are conducted in all departments on bi-annual basis. Compile reports on National Core Standards and submit to           |

management team and all supervisors. Ensure that institutional National Core Standards self- assessments are conducted in all departments on bi-annual basis. Compile reports on National Core Standards and submit to management team and all supervisors. Facilitate the development of quality improvement plans for identified gaps. Monitor implementation of quality improvement plans from National Core Standards assessment on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review National Core Standards assessments. Ensure timeous submission of monthly and quarterly reports to District Office.

**ENQUIRIES  
APPLICATIONS**

: Ms N.B Shabalala Tel No: 035 834 8003  
 : Direction To Candidate: Applications should be forwarded to: The Human Resource Department Ekombe District Hospital, Private Bag X 203, Kranskop, 3268.

**FOR ATTENTION  
NOTE**

: Human Resource Manager  
 : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za).The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2022. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge. However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male.

**CLOSING DATE**

: 28 January 2022

**POST 01/91**

**CLINICAL NURSE PRACTITIONER REF NO: KH20/2021 (X1 POST)**

**SALARY**

: R388 974 – R450 939 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Kwa-Magwaza District Hospital X 2 (Yanguye Clinic)  
 : Grade 12/ Senior Certificate Basic R425 qualification (i.e. Diploma /Degree in General nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2021) with SANC as Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). A minimum of four (04) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures, Clinical competencies, Knowledge of nursing care delivery approaches, Analytical thinking, decision-making and conflict management skills.

**DUTIES**

: Provide therapeutic environment at the clinic level, Provide quality nursing care within the allocated resources, Assist the operational management on management of day-to-day activities, Assist in staff allocation for weekly and daily allocation. Exclude disciplinary code and grievance procedure for lower

|                             |   |  |
|-----------------------------|---|--|
|                             |   | staff categories ,Management of assets, Staff in-service education, Involved in team building at clinic level, Assist in orientation and induction of new staff at the clinic and Maintain professionalism and ethics at the clinic level.   |
| <b><u>ENQUIRIES</u></b>     | : | Mrs P.D Buthelezi Tel No: 035 450 8293   |
| <b><u>APPLICATIONS</u></b>  | : | All applications should be forwarded to: The Assistant Director: Human Resource Office, KZN Department of Health, Private Bag X 808, Melmoth, 3835 or Hand delivery to: Kwamagwaza Hospital, Melmoth, 3835.  |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Manager   |
| <b><u>NOTE</u></b>          | : | Directions to the candidates the following documents must be submitted: Applications for employment form (z.83) which is obtainable from any government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Applications must be submitted on the prescribed Application for Employment form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's license. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications ere unsuccessfully. Applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. NB: Preference will be given to African Male and people with disabilities. |
| <b><u>CLOSING DATE</u></b>  | : | 28 January 2022  |
| <b><u>POST 01/92</u></b>    | : | <b><u>CLINICAL NURSE PRACTITIONER REF NO: KH21/2021 (X1 POST)</u></b>  |
| <b><u>SALARY</u></b>        | : | R388 974 – R450 939 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13 <sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)  |
| <b><u>CENTRE</u></b>        | : | Kwa-Magwaza District Hospital X 1 (Kwambiza Clinic)  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12/ Senior Certificate Basic R425 qualification (i.e. Diploma /Degree in General nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2021) with SANC as Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). A minimum of four (04) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures, Clinical competencies, Knowledge of nursing care delivery approaches, Analytical thinking, decision-making and conflict management skills.   |
| <b><u>DUTIES</u></b>        | : | Provide therapeutic environment at the clinic level, Provide quality nursing care within the allocated resources, Assist the operational management on management of day-to-day activities, Assist in staff allocation for weekly and daily allocation. Exclude disciplinary code and grievance procedure for lower staff categories ,Management of assets, Staff in-service education, Involved in team building at clinic level, Assist in orientation and induction of new staff at the clinic and Maintain professionalism and ethics at the clinic level.   |
| <b><u>ENQUIRIES</u></b>     | : | Mrs P.D Buthelezi Tel No: 035 450 8293   |
| <b><u>APPLICATIONS</u></b>  | : | All applications should be forwarded to: The Assistant Director: Human Resource Office, KZN Department of Health, Private Bag X 808, Melmoth, 3835 or Hand delivery to: Kwamagwaza Hospital, Melmoth, 3835.  |
| <b><u>FOR ATTENTION</u></b> | : | Human Resource Manager   |
| <b><u>NOTE</u></b>          | : | Directions to the candidates the following documents must be submitted: Applications for employment form (z.83) which is obtainable from any government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> Applications   |

must be submitted on the prescribed Application for Employment form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's license. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications ere unsuccessfully. Applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 28 January 2022
- POST 01/93** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: KH22/2021 (X1 POST)**
- SALARY** : R388 974 - R450 939 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Kwa-Magwaza District Hospital X1 (Antenatal and Gynaecology Ward)  
: Grade 12/ Senior Certificate Basic R425 qualification (i.e. Diploma /Degree in General nursing and Midwifery) or Equivalent qualification that allows registration with the SANC, as Professional Nurse. A post basic Nursing qualification (maternity) with at least one (1) year accereditd with the SANC current registration (2020) with the SANC as Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health assessment, A minimum of four (04) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures, Clinical competencies, Knowledge of nursing care delivery approaches, Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Admission of patients including screening and identification of problems of sick in antenatal patient, Supervision and delegation of duties foe nurses working in antenatal and gynaecology unit, monitoring of patients feta – maternal condition, drawing nursing care plan for health promotions self-care treatment and rehabilitation, Administration of medication, Appropriate management of mothers, keeping of accurate record, transfer mothers in active stage of labour to labour ward and provide clear summary for discharged patients.
- ENQUIRIES APPLICATIONS** : Mrs P.D Buthelezi Tel No: 035 450 8293  
: All applications should be forwarded to: The Assistant Director: Human Resource Office, KZN Department of Health, Private Bag X 808, Melmoth, 3835 or Hand delivery to: Kwamagwaza Hospital, Melmoth, 3835.
- FOR ATTENTION NOTE** : Human Resource Manager  
: Directions to the candidates the following documents must be submitted: Applications for employment form (z.83) which is obtainable from any government Department or from website –[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Applications must be submitted on the prescribed Application for Employment form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's license. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records,

citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications are unsuccessfully. Applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. NB: Preference will be given to African Male and people with disabilities

- CLOSING DATE** : 28 January 2022
- POST 01/94** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: KH23/2021 (X1 POST)**
- SALARY** : R388 974 - R450 939 per annum. Basic salary, 8% inhospitable allowance of basic salary, 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Kwa-Magwaza District Hospital X1 (Labour Ward)  
: Grade 12/ Senior Certificate Basic R425 qualification (i.e. Diploma /Degree in General nursing and Midwifery) or Equivalent qualification that allows registration with the SANC, as Professional Nurse. A post basic Nursing qualification (maternity) with at least one (1) year accerredited with the SANC current registration (2020) with the SANC as Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health assessment, A minimum of four (04) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures, Clinical competencies, Knowledge of nursing care delivery approaches, Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Admission of patients including screening and identification of problems of sick in antenatal patient, Supervision and delegation of duties foe nurses working in antenatal and gynaecology unit, monitoring of patients feta – maternal condition, drawing nursing care plan for health promotions self-care treatment and rehabilitation, Administration of medication, Appropriate management of mothers, keeping of accurate record, transfer mothers in active stage of labour to labour ward and provide clear summary for discharged patients
- ENQUIRIES APPLICATIONS** : Mrs P.D Buthelezi Tel No: 035 450 8293  
: All applications should be forwarded to: The Assistant Director: Human Resource Office, KZN Department of Health, Private Bag X 808, Melmoth, 3835 or Hand delivery to: Kwamagwaza Hospital, Melmoth, 3835.
- FOR ATTENTION NOTE** : Human Resource Manager  
: Directions to the candidates the following documents must be submitted: Applications for employment form (z.83) which is obtainable from any government Department or from website –[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Applications must be submitted on the prescribed Application for Employment form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's license. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form .NB: failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications are unsuccessfully. Applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent residents/ work permit holders must submit documentary

proof together with their applications. NB: Preference will be given to African Male and people with disabilities.  
28 January 2022

**CLOSING DATE**

:

**POST 01/95**

:

**PROFESSIONAL NURSE (SPECIALTY) – THEATRE REF NO: UMP 14/2021**

**SALARY**

:

Grade 1: R388 974 – R450 939 per annum  
Grade 2: R478 404 – R588 390 per annum

**CENTRE**

:

Umphumulo Hospital

**REQUIREMENTS**

:

Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Operating Theatre Nursing Science, accredited with the South African Nursing Council. Current (2022) council receipt **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in theatre after obtaining the post basic qualification of Operating Theatre Nursing Science. Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

**DUTIES**

:

Render an optimal holistic specialized nursing care provided within the set standards and professional /legal framework as a member of the multidisciplinary team. Knowledge and implementation of Nursing Core Standards. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards and all other applicable prescripts. Effective, efficient utilization and management of all resources. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies Evaluate patient care programmes from time to time and make proposals for improvement. Manage and the proper handling of instruments. Work collaboratively with surgeons, anesthetists to meet the needs of the patients during theatre procedures and ensure responsibility for patient's care. Develop competencies in pre-operative care, reception area, scrubbing, circulating, recovery room and post-operative care. Ensure safe environment to achieve desired outcomes of surgical interventions. Participate in the formulation, analysis, implementation and monitoring of unit objectives, nursing standards, policies and standard operating procedures Participate in after- hours theatre calls. Assist and supervise in CSSD. Ensure that equipment and machinery is available and functional at all times. Monitor the blood fridge and ensure the availability of emergency blood. Report and record patient safety incidences, challenges and deficiencies within the unit. Attend meetings, workshops and training programmes as assigned by the supervisor.

**ENQUIRIES**

:

Mrs. J. M. Ndlovu Tel No: 032 4814199

**APPLICATIONS**

:

Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION**

:

Mr S. M. Naidoo

**NOTE**

:

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates – NB. Documents need not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified documents on or before the date of interview. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with

their applications. 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. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 28 January 2022
- POST 01/96** : **CLINICAL NURSE PRACTITIONER: GR 1 OR 2 (X3 POSTS)**
- SALARY** : Grade 1: R388 974 –R 450 939.per annum  
Grade 2: R471333 – R 579696.per annum  
Plus 13<sup>th</sup> Cheque, Rural Allowance 12%, Housing Allowance (Employees must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : Ceza Gateway Clinic Ref No: CTH35/2021  
Magagadolo Clinic Ref No: CTH 36/2021  
Idlebe Clinic: Ref No: CTH37/2021
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree in General Nursing and Midwifery Plus one (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as a General Nurse and Midwifery and Primary Health Care. Current SANC receipt (2021). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a General Nurse. **Grade 2:** Senior Certificate (Grade 12), A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse of which 10 years must be appropriate/recognizable PHC experience after obtaining a one (1) year post basic qualification in Primary Health Care. Proof of previous and current work experience endorsed and stamped by Human Resource office must be attached. Knowledge, Skills, Training And Competencies: Relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good insight of procedures and policies pertaining to nursing care. Good listening and communication skills. Co-ordinate and planning skills.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting preventive, Curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented. Facilitate and assess development of capacity of enrolled nurses. Lead outreach team to develop and sustain support groups for health activities. Support the realization and maintenance Ideal clinic Programme and Norms and Standards in the Facility.
- ENQUIRIES** : Mr. PL Manqele Tel No: 035-8325199/0646864922
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
- FOR ATTENTION** : Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)
- NOTE** : Applications should be submitted on Z83 form obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed).



Applicants must submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 31 January 2022
- POST 01/97** : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, 3 REF NO: MURCH- 08/2021 (X1 POST)**
- SALARY** : Grade 1: R322 746 per annum  
 Grade 2: R407 664 per annum  
 Grade 3: R445 752 per annum  
 Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 17% Rural Allowance Murchison Hospital
- CENTRE REQUIREMENTS** : **Grade 1:** Senior Certificate, Three years National Diploma / Degree in Diagnostic Radiography. Registration Certificate with Health Professional Council of South Africa (HPCSA) AS Independent Diagnostic Radiographer. Current registration (2021/2022) with the HPCSA as independent Diagnostic Radiographer. Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA. No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2** Requirements: Senior Certificate, Three years National Diploma / Degree in Diagnostic Radiography. Registration Certificate with Health Professional Council of South Africa (HPCSA) AS Independent Diagnostic Radiographer. Current registration (2021/2022) with the HPCSA as independent Diagnostic Radiographer. Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA. 10 years of experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. 11 years of experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 3** Requirements: Senior Certificate, Three years National Diploma / Degree in Diagnostic Radiography. Registration Certificate with Health Professional Council of South Africa (HPCSA) AS Independent Diagnostic Radiographer. Current registration (2021/2022) with the HPCSA as independent Diagnostic Radiographer. Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA. 20 years of experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. 21 years of experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills And Competencies Sound knowledge of Diagnostic Radiography Good interpersonal relationship skills

and good listening skills Good communication and problem solving skills Co-ordination and planning skills Knowledge of Quality Assurance Procedures and Methods Knowledge of Radiation control regulation and safety Knowledge of relevant Health & Safety policies, regulations and Acts.

**DUTIES**

: Provision of high quality diagnostic radiography according to patients' needs  
Take a supervisory role in all aspects of the imaging department as delegated. Perform general administrative duties as required where necessary and appropriate. Participation in shift and standby duties including nights, weekends and public holidays. Provide Guidelines and supervision to junior staff and Radiography / student. Play a key role in institution radiographic policy making and planning for service delivery. Give factual information & health education to patients and clients on Radiography procedure. Inspect and use equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of quality assurance and quality improvement programme. Taking an active role to ensure that a radiographic service complies with Radiation control legislation. Be actively involved in the In-service Training, Peer Review & CPD activities. NB Murchison Hospital Medical imaging department provides 24-hour service to patients and therefore only candidates willing to participate in standby/overtime should apply.

**ENQUIRIES  
APPLICATIONS**

: Dr. S Lachman Tel No: 039-6877311 ext. 248  
: All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Due to the state of disaster covid19 public adjustment to risk adjusted level 4 regulations candidates may submit uncertified copies of qualifications and ID but will be required to submit certified copies after have been shortlisted and invited for the interviews only in terms of DPSA circular 05/2021 clause 2.1.14.1 Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. The applicants must submit copies of qualifications, Identity documents and Drivers licence (where appropriate) and any other relevant document. Such copies need not be certified when applying for the post. Communication from the Human Resource department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 04 February 2022

**POST 01/98** : **PROFESSIONAL NURSE (GENERAL STREAM) BERGVILLE CLINIC REF NO: (EMS/ 33/2021)**

Re-advert, those who applied previously should feel free to re-apply

**SALARY** : **Grade 1:** R260 760 – R302 292 per annum, Plus 13<sup>th</sup> Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional).

**Grade 2:** R320 703 – R368 307 per annum, Plus 13<sup>th</sup> Cheque, Plus rural allowance (8%). Plus Medical Aid (Optional)

**Grade 3:** R388 974 – R492 756 per annum

**CENTRE REQUIREMENTS** :  
Emmaus Hospital

**Grade 1:** Grade 12 (standard 10).Degree/Diploma in General nursing and midwifery. Current registration with South African Nursing Council (SANC) as a professional Nurse.2021 SANC Receipt. **Grade 2:** Grade 12 (Standard 10) Certificate, Degree /Diploma in General nursing and midwifery, Current registration with South African Nursing Council (SANC) as Professional Nurse.10 Years appropriate /recognizable experience post registration as a Professional Nurse. Certificate of service of previous and current experience endorsed by Human Resource. **Grade 3:** Grade 12 (standard 10) Certificate, Degree/ Diploma in General nursing and Midwifery, current registration with South African Nursing Council (SANC) as Professional Nurse.20Years appropriate/recognizable experience post registration as a Professional Nurse. Knowledge & Skills Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service Regulation, Labour Relation Act, Disciplinary Code and Procedures etc. Good Communication & Report writing skills. Computer Literacy and ability to function as part of the team. Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Supportive & Assertiveness.

**DUTIES** : Implement a comprehensive nursing care/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan pf common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical record by analyzing date. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Implement quality improvement plan, Nursing Act and regulation, Code of Ethics and Professional practice of the South African Nursing Council. Participate in the auditing of quality of nursing and health care. Develop and document interventions and progress of patients to facilitate continuity of care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Apply the principle of nursing care in service rendering for the maintenance of professional excellence. Implement nursing interventions to achieve expected outcomes. Participate in health promotion and illness prevention initiatives. Implement procedures that maintain effective infection control and occupation and safety measures in accordance with Occupational Health & Safety legislation. Maintain the duty roster, leave schedules and attendance registers. Participate in outreach campaigns. Keep accurate record.

**ENQUIRES APPLICATIONS** : Mrs N.D. Makhombothi Tel No: 036 488 1570 EXT: 8312

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

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID and No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If

**CLOSING DATE**

:

notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.  
28 January 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** : 31 January 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 01/99** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (ATLANTIS) REF NO: AGR 46/2021**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in Project administration; A valid (Code B or higher) driving licence. Competencies: A good understanding of general administration and secretarial duties; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send emails; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide secretarial assistance during stakeholder engagements; Provide clerical support with the compilation of training plans; Provide high-level administrative support such as assistance with the line function projects and activities.
- ENQUIRIES** : Mr K Abels at Tel No: (021) 808 7669

**DEPARTMENT OF COMMUNITY SAFETY**

- CLOSING DATE** : 31 January 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS.

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

#### **MANAGEMENT ECHELON**

**POST 01/100** : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 39/2021**  
(1-Year Contract)

**SALARY** : R1 251 183 per annum (Level 14), (All-inclusive salary package)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Experience in Security Risk Management environment; Proven strategic capability and leadership. Competencies: Knowledge of the following: Enterprise/ Security Risk Management; Strategy Formulation; Occupational Health and Safety; Business Continuity Management; People Management processes; Working knowledge of the Public Service Regulatory framework and specifically those pertaining to Information Security and Defensive Counter-Intelligence; Capacity Building; Community facilitation; Political Sciences and Public Policy; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Strong conceptual and formulation skills; Strategic Management and planning skills; Well-developed inter-personal skills; Innovation, problem solving and analysis skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

**DUTIES** : Strategic management, and participation on internal and external fora and structures as part of Departmental Leadership; Influence and maintain transversal structures; Promote safety and security risk management; Strategic development (governance within an internal and external focus) of Program to optimise alignment of related resources within and across departments; Institutionalise and enhance people centric and client focused business processes; Ensure proactive measures to mitigate security related risks; Ensure effective and efficient management of resources; Effectively manage the performance of the chief directorate in line with the Annual Performance Plan of the Department; Effectively manage the expenditure budget.

**ENQUIRIES** : Adv. Y Pillay at Tel No: (021) 483 9354  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

#### **OTHER POSTS**

**CLOSING DATE** : 31 January 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

- POST 01/101** : **PROJECT COORDINATOR: PRIORITY PROJECTS REF NO: CS 37/2021**  
(3-Year Contract Position)
- SALARY** : R744 255 per annum (Level 11), (All-inclusive salary package)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years management level experience. Recommendation: Post graduate qualification (Degree/Advanced Diploma or higher). Competencies: Knowledge of the following: Strategy development, management, monitoring and review processes; Modern systems of governance and administration; The strategies and plans of national government, the Western Cape Government, and the City of Cape Town; Constitutional, legal and institutional arrangements governing the South African public sector; Developing and implementing communications strategies. Skills needed: Conceptual and formulation; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building; Inter-personal; Communication (Written and verbal); Planning; Organising; People management; Presentation skills at senior management level; Computer literacy. Ability to: Persuade and influence; Multi-task; Deal with ambiguity and manage under rapidly changing and pressurized circumstances.
- DUTIES** : Manage and coordinate projects and partnership initiatives related to the Safety Plan; Project management of the safety priority for the department and Minister for violence prevention, social wellness and urban design and related Safety initiatives; Build, implement and review policy with regards to safety plan implementation; Collaborate with stakeholders with regards to Law Enforcement and Violence Prevention, social wellness, and urban design Initiatives; Financial management; People management.
- ENQUIRIES** : Mr D Coetzee at Tel No: (021) 483 3960  
**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 01/102** : **ASSISTANT DIRECTOR: SECURITY INVESTIGATIONS AND COUNTER MEASURE REF NO: CS 28/2021**
- 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 qualification); A minimum of 3 years relevant experience. Recommendation: Working knowledge of the following: Risk Management - ISO 31000; Business Continuity Management - ISO 22301; Security Risk Management. Competencies: Knowledge of the following: Safety and security related prescripts (MISS, MPSS, OHS); Public service reporting procedures; Relevant Public Finance legislation, regulations, policies and prescripts; Skills needed: Administrative, conflict resolution, problem solving, proven computer literacy and written and verbal communication skills.
- DUTIES** : Ensure optimal operational functioning within the sub-directorate; Develop security solutions to mitigate risks for relevant departments; Coordinate and investigate breaches and mitigate recurrences within departments; Coordinate and facilitate information and personnel and security awareness within departments; Conduct safety and security risk assessments.
- ENQUIRIES** : Adv. A Michaels at Tel No: (021) 483 2633  
**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 01/103** : **ADMINISTRATION CLERK: SECURITY SUPPORT SERVICES REF NO: CS 27/2021**
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in an administrative environment; Working knowledge of the following: Macros, data quality monitoring - validation, verification and data/trend analysis; A valid code B (or higher) driving license. Competencies:

- Knowledge of the following: Administrative processes; Public service reporting; Government knowledge including information management processes and Batho Pele principles; Skills in following: Proven computer literacy in MS Office packages; Written and verbal communication; Conflict resolution; Problem solving.
- DUTIES** : Provide support in the development and maintenance of an integrated safety and security information and knowledge management system; Provide support in respect of Human Resource Management; Institutionalize and maintain electronic security information within the Chief Directorate; General support services.
- ENQUIRIES APPLICATIONS** : Ms J Daniels at Tel No: (021) 483 4861  
: 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 01/104** : **MESSENGER: SPECIALISED AUXILIARY SERVICES REF NO: CS 29/2021**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: Department of Community Safety, Western Cape Government  
: Junior Certificate (Grade 10 or equivalent qualification). Recommendation: A valid code B (or higher) driving license. Competencies: Basic written communication skills; Sound organisational skills; People skills; Computer literacy; Client orientation and customer focus.
- DUTIES** : Perform messenger functions: Sort and arrange correspondence in the registry; Collect, distribute and circulate correspondence (mail, parcels, documents and files); Record and control correspondence; Perform general office assistant tasks: Make copies, fax and shred documents; Sort and arrange correspondence in the registry: Collect mail, files and parcels from addressor; Deliver mail, files, documents and parcels to addresses; Ensure that the recipients sign on the delivery book/register; Record contents and physical addresses in the delivery book/register.
- ENQUIRIES APPLICATIONS** : Mr D Dwarte at Tel No: (021) 483 3793  
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

#### **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 NOTE** : 31 January 2022  
: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 01/105** : **DEPUTY DIRECTOR: MUSEUMS SUPPORT SERVICES REF NO: CAS 49/2021**

**SALARY** : R744 255 per annum (Level 11), (All-inclusive salary package)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in the museums and heritage sector. Recommendation: 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: Legislation, policy and regulations relating to the sector; The history, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques and practices; Technique of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Knowledge of collections management (information management) and preventative conservation; Education methodology in museums reventative conservation; Project planning and management; Financial management; Government driven service improvement initiatives; Skills Needed: Communication (written and verbal); Numeracy; Computer Literacy; Project Management; Accounting Finance and Audit; Information Technology; Strategic Planning.

**DUTIES** : Manage the following: Museum research and exhibitions; The rendering of museological services; The rendering of museum support services; Ensure Financial management and People management

**ENQUIRIES** : Mr M Janse Van Rensburg at Tel No: (021) 483 9678

#### **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** : 31 January 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 01/106** : **CONTROL ENVIRONMENTAL OFFICER: CLIMATE CHANGE (ADAPTION) REF NO: EADP 24/2021**

**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 Social, Natural, Physical, Environmental Sciences or relevant Engineering qualification; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving license. Competencies: Knowledge of the following: Development and or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes; Development and rollout of financing and funding models would be advantageous; Project Management skills; Written and communication; Computer literacy; Service orientated; Organised and systematic; Strategic thinking.

**DUTIES** : Contribute to the review and update of the Western Cape Climate Change Response; Strategy and Implementation Plan; and monitor, assess, drive and report on climate Change response implementation in the Western Cape; Develop a climate change adaptation pathway for the province that is aligned

with the Western Cape Climate Change Response Strategy, and that is pro-poor, inclusive and just; Position adaptation response actions within a broader climate change response; Implementation plan for the province, and develop a monitoring, reporting and evaluation plan; - Guide, coordinate and support the mainstreaming of climate change adaptation across provincial sectors and into local and provincial level initiatives, policies, strategies and plans where applicable; Conduct research on climate change adaptation strategies, monitoring and evaluation; Undertake presentations, capacity building sessions and workshops on climate change to local government, business, civil society and other stakeholders; Coordinate and compile adaptation focused climate change funding applications, particularly large international funding opportunities; Project, Human Resources and Financial Management.

**ENQUIRIES** : Ms G Isaacs at Tel No: (021) 483 2775

**POST 01/107** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT REF NO: EADP 21/2021**

**SALARY CENTRE** : R408 075 per annum, (OSD as prescribed)  
 : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate Honours Degree in Environmental or related fields; A valid Code B (or higher) driving license. Recommendation: Relevant experience in the undertaking or review of EIA applications and environmental awareness raising or advising; Registered with EAPASA as a Candidate Environmental Assessment Practitioner (EAP) or as an Environmental Assessment Practitioner (EAP). Competencies: Knowledge in the following: Methodologies and techniques for evaluation of environmental impact assessments; Integrated Environmental Management, including applicable legislation and policies; Methodologies for the evaluation of environmental management plans, as well as environmental monitoring, ECO and auditing; Practical implementation of environmental policies, guidelines, norms and standards and other instruments; Environmental management systems; Skills in the following: Computer literacy in MS Office; Written and verbal communication; Project Management; Strong report writing skills as well as the ability to work with people and a team.

**DUTIES** : Take responsibility for the overall management of the EIA process in an application for environmental authorisation; Maintain quality & productivity when evaluating applications in terms of the relevant environmental legislation; Implement the compliance monitoring strategy for environmental authorisations; Maintain quality and productivity when providing comment on assigned non-applications; Disseminate information and technical / procedural advice that related to impact management and the implementation of the EIA regulations; Audit compliance with environmental authorisations issued in terms of the NEMA and the NEM:EIA regulations; Provide expert technical and procedural advice to other components in regard to EIA processes; Provide advice to the general public with regard to environmental impact management; Provide advice, support and comment where necessary, to local municipalities and other government departments with regard to environmental impact management; Represent DEA&DP on various IGR forums that deal with development management, and environmental impact management in particular; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on different working groups, committees, forums or task teams; Develop and maintain EIA and development related policies, guidelines, norms and standards; Contributing to the collaborative search for solutions, and to service delivery improvement measures; Assisting with the Directorate's performance reporting, including monthly and quarterly reporting; Ensuring adequate and appropriate record keeping; Ensuring adherence to general public service code of conduct, requirements and procedures; Contributing positively to team morale; Assisting and mentoring staff, where necessary; Assisting with general administrative tasks, as and when needed; Responding to Ministerial and Parliamentary enquiries; Assisting with the provision of development planning intelligence management and research services, as and when required; Assisting with the provision of development facilitation services, as and when required; Assisting with the provision of spatial planning and coastal impact management services, as and

when required; Assisting with on the provision of land use development management services, as and when required; Assisting with the provision of services to the Appeal Unit, S24G Unit, Directorate for Environmental Compliance and Enforcement, and Directorate for Planning and Policy Coordination; Assisting with the provision of services to the Directorates for Waste Management, Air Pollution Management and Pollution and Chemicals Management.

**ENQUIRIES** : Mr E van Boom at (082) 806 8486 or [Eldon.Vanboom@Westerncape.gov.za](mailto:Eldon.Vanboom@Westerncape.gov.za)

**POST 01/108** : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: EADP 22/2021**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Management; A minimum of 3 years supervisory experience in a financial environment. Recommendation: Basic Accounting System (BAS); Medium Term Expenditure Framework experience; Knowledge of the following: PERSAL (Personnel and Salary Administration) and LOGIS (Logistical Information System); Standard Charts of Accounts (SCOA). Competencies: Knowledge of the following: Strategic and Annual Performance Planning; Budget, review, analysis and quality assurance skills in the budget preparation process; Public Sector finance; Public Finance Management Act and other financial norms and standards; Proven computer literacy (MS Office); Written and verbal communication skills.

**DUTIES** : Budget Management; Compilation of the MTEF (Medium Term Expenditure Framework) Budget; Supervision of staff; Mentoring employees to ensure guidance and direction to prosper in their careers.

**ENQUIRIES** : Ms G Buggas at Tel No: (021) 483 3298

#### **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 01/109** : **HEAD CLINICAL UNIT GRADE 1 (ANAESTHESIA AND PERIOPERATIVE MEDICINE)**  
Groote Schuur Hospital

**SALARY** : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Transoesophageal echocardiography skill with an international certification would be advantageous, as would experience in advanced thoracic airway management techniques, paediatric cardiothoracic anaesthesia and the cardiology catheterisation laboratory. Experience in heart and lung transplantation, ECMO and TAVI's will also be beneficial. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with

- good inter-personal skills. Strong educational or teaching background in both the under and post-graduate domains. Significant research involvement. Additional experience in cardio-thoracic anaesthesia is required.
- DUTIES** : Provide comprehensive clinical services. This would include taking on a leadership position in the Cardio-Thoracic Anaesthesia portfolio, which also includes taking a leadership role in the cardiac catheterisation laboratory and developing the Hybrid Laboratory Services at Groote Schuur Hospital. Taking a leading role in developing and growing a strong combined pre-operative consultation and assessment programme. Play an active role in expanding other services such as the Heart- and Lung- Transplant, and ECMO programmes. Collaborative engagement with Cardiology, Pulmonology, Cardiothoracic and Vascular Surgery, Perfusion Services, and Critical Care Services is essential. Provide academic leadership and development in the areas of under- and postgraduate teaching, training, and trainee assessment. Developing and driving cardiothoracic and vascular research as well as participating in registrar research supervision. Manage and provide leadership for the departmental human resource requirements and contribute significantly to the administrative duties of the combined department including staff appointments, assessments and performance management. Build and maintain Departmental team spirit and development.
- ENQUIRIES** : Dr S Peters Tel No: (021) 404-5195
- 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** : 04 February 2022
- POST 01/110** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Groote Schuur Hospital
- SALARY** : R1 191 510 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.
- DUTIES** : Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.
- ENQUIRIES** : Dr B Eick Tel No: (021) 404-6288

**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** : 04 February 2022

**POST 01/111** : **OPERATIONAL MANAGER NURSING: SPECIALITY AREA: TRAUMA AND EMERGENCY**

**SALARY** : R571 242 per annum (PN-B3)  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the Trauma unit. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**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** : 04 February 2022

**POST 01/112** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (DAY SURGERY UNIT)**

**SALARY** : R450 939 per annum (PN-A2)  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**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. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with a Professional Council Current registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends to manage hospital after hours, when required. Perform standby duties/ relief duties for Assistant Manager: Nursing. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a

- multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in The Day Surgery unit. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055
- 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** : 04 February 2022
- POST 01/113** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION CONTROL AND OCCUPATIONAL HEALTH)**  
Chief Directorate: Metro Health Services
- SALARY** : R450 939 per annum (PN-A5)
- CENTRE** : Northern/Tygerberg Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Basic R424 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understanding of IPC and OHS Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research of surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control.
- DUTIES** : Develop and implement and train on relevant clinical practical guidelines and SOP in respect of IPC & OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy & OHS policies. Support quality Assurance programmes: monitor adherence to OHS, IPC & Risk Management e.g., COVID 19 in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS & IPC meetings and support Quality Assurance Programmes i.e. Ideal Clinic & OHSC.
- ENQUIRIES** : Ms L Najjaar Tel No: (021) 815-8865
- 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** : 04 February 2021
- POST 01/114** : **BED MANAGER**  
Chief Directorate: Metro Health Services
- SALARY** : R382 245 per annum
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree registrable with an appropriate Health Professions Council. Experience: Appropriate and relevant experience in a hospital environment. Appropriate Bed management experience and lean management insight. Appropriate Supervisory experience. Competencies (knowledge/skills): Good

organising and decision-making skills. Good interpersonal skills and the ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package and MS Outlook). The ability to communicate in 2 of the 3 official languages of the Western Cape. Problem solving skills. Ability to function independently as well as part of a multi-disciplinary team.

**DUTIES** : Manage information of patients and statistics in relation to bed management. Develop, manage, and implement Bed Management policies, protocols and procedures within the hospital. Plan, coordinate and manage patient referrals to other health facilities. Reduction in length of stay of patients in a hospital bed in conjunction with the relevant medical teams. Coordinate the activities of medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients within the institution in participation with other provincial institutions and districts. Manage and coordinate the discharge plan for patients, ensure discharge medication, OPD bookings and transport, ensuring reduced congestion within the admissions unit which include the monitoring of disposition times.

**ENQUIRIES** : Ms M Holland Tel No: (021) 659 5550  
**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** : 04 February 2021

**POST 01/115** : **DRIVER (LIGHT DUTY VEHICLE)**  
West Coast District

**SALARY** : R104 073 per annum  
**CENTRE** : Saldanha PHC  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) driver's license. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy goods/equipment. Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.

**DUTIES** : Daily transporting of post, packages, medication, goods and equipment and if necessary official passengers. Daily completion of logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.

**ENQUIRIES** : Ms AR Louw Tel No: (022) 709-5066  
**APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION** : Mr J Engel  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 04 February 2021

**POST 01/116** : **CLEANER (5/8TH POST)**  
Overberg District

**SALARY** : R65 046 (5/8th) per annum  
**CENTRE** : Railton Clinic (Swellendam Sub-District)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**  
**NOTE**  
**CLOSING DATE**

of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.  
Ms GJ van der Westhuizen Tel No: (028) 514-8400  
The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.  
Ms A Kriel  
No payment of any kind is required when applying for this post.  
04 February 2022

**DEPARTMENT OF THE PREMIER**

**APPLICATIONS**  
**CLOSING DATE**  
**NOTE**

Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>  
31 January 2022  
Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>  
Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

**POST 01/117**  
**SALARY**  
**CENTRE**  
**REQUIREMENTS**

**DIRECTOR: ORGANISATION BEHAVIOUR REF NO: DOTP 68/2021**  
R1 057 326 per annum (Level 13), (All-inclusive salary package)  
Department of the Premier, Western Cape Government  
Master's Degree in Industrial Psychology; Professional registration as an Industrial Psychologist with the HPCA; A minimum of 6 years relevant middle-management experience in organisational development context; A valid code B driving licence. Successful completion of the Pre-entry SMS Certificate upon appointment. Recommendation: Deep knowledge and exposure to the broader Organisation Development domain (Organisation and Process Design) Experience in Public sector or knowledge of public sector policy. Competencies: Expert knowledge of the following: Organisational Behaviour including Change Management, Organisation culture processes, models and assessment, Leadership development, values definition and embedding, team development processes; Research methodology; Advanced Knowledge of the following: Organisation development including organisational diagnostic models, client engagement techniques, issue identification processes, solution design); Employee Health and wellness models, practices and processes; Assessment practices and tools; Modern systems of governance and administration; Complex supply chain procurement practices; Knowledge of the following: Communication, public participation and public education; Policies of the government of the day with specific reference to the Provincial



Strategic Plan of the Western Cape Government; People and Financial Management processes; Core Competencies are as follows: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Skills: Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; High level in-house advisor skills; Excellent communication skills; Team building and strong inter-personal skills; Advanced facilitation and presentation skills; The ability to develop and maintain networks relevant to the task environment.

**DUTIES** : Strategic Management, guidance and advice in respect of the rendering of organisational behaviour consultancy services; Manage the Organisation Behaviour directorate; Ensure the effective delivery of recruitment and developmental assessment services aligned to prescripts; Direct assessment of employee, team and organisational behaviour dynamics; Direct Change Management interventions related to employee, team and organisational behaviour aspects; Manage Employee Health and Wellness strategy and program management; Responsible for the provision of culture assessment and development services consisting of team development interventions, culture journey support, leadership development program coordination; As management team member of the Organisation Development Chief Directorate, you are responsible for cross-functional deliveries and integration; Manage the provincial assessment centre.

**ENQUIRIES** : Mr Johan Nel Tel No: (021) 466 9701

#### **OTHER POSTS**

**POST 01/118** : **STATE LAW ADVISOR: MEDICO- LEGAL SERVICES REF NO: DOTP 62/2021**  
(12 Month Contract Position)

**SALARY** : R774 660 per annum (LP 7), (All-inclusive salary package), (OSD as prescribed).  
R912 501 per annum (LP 8), (All-inclusive salary package), (OSD as prescribed).

**CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government  
: LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in medico-legal litigation/advisory environment or similar. Competencies: Knowledge of the following: Relevant legislation; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; Financial management processes. Skills needed: Communication (Written and verbal); Research and legal; Innovative problem-solving; Analytical; Presentation; Conflict resolution; Negotiation; Organising; Planning; Interpersonal; Computer literacy.

**DUTIES** : Attend consultations and court proceedings with Counsel and the State Attorney in substantial litigation matters; Manage the preparation and facilitation of litigation matters and referral to the State Attorney; Attend and assist in pre-trial conferences and assist and provide legal advice when settlement negotiations are conducted; Advise and provide formal legal opinions and drafting correspondence for the Department of Health on intended or pending litigation of a substantial nature; Keep the Director: Litigation and clients abreast of developments in litigation matters and the outcome thereof.

**ENQUIRIES APPLICATIONS** : Ms N. Allen at Tel No: (021) 483 3953  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

- CLOSING DATE** : 31 January 2022
- POST 01/119** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 65/2021**
- SALARY** : R774 660 per annum (LP 7), (All-inclusive salary package), (OSD as prescribed).  
R912 501 per annum (LP 8), (All-inclusive salary package), (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government  
LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; Proven experience in research methods and computer literacy. Competencies: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector. Skills needed: Exceptional communication (written and verbal); Well-developed legal research and legal writing; Innovative problem solving; Analytic; Presentation.
- DUTIES** : Present functional training: Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments; Identify legal obligations and requirements in terms of the legislation; Furnish pro-active advice, inform departments of the risks involved in non-compliance with same and make recommendations to ensure good governance; Ensure that all Provincial Executive and provincial departments delegations are legally sound; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework in an attempt to minimise successful legal action against the Western Cape Government; Assist with compliance in respect of new legislation by analysing same and communicating requirements with departments via workshops, reports and memoranda; Assist with implementation of various pieces of legislation, i.e. Protection of Personal Information Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, and Constitution of the Republic of South Africa.
- ENQUIRIES APPLICATIONS** : Ms S. Van Aarde at Tel No: (021) 483 8433  
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/120** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO: DOTP 67/2021 (X2 POSTS)**
- SALARY** : R774 660 per annum (LP 7), (All-inclusive salary package), (OSD as prescribed).  
R912 501 per annum (LP 8), (All-inclusive salary package), (OSD as prescribed).

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|--------------------------------------|---|
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Department of the Premier, Western Cape Government<br>: LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in a municipality and/or knowledge of municipal law. Competencies: Knowledge of the following: Relevant legislation and case law; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector and municipalities; Inter-governmental and international relations; Financial management processes. Skills needed: Communication (Written and verbal); Ethical Research and legal; Innovative problem-solving; Analytical; Presentation; Conflict resolution; Negotiation; Organising; Planning; Interpersonal; Computer literacy.   |
| <b><u>DUTIES</u></b>                 | : Advising, drafting formal (written) legal opinions and consultations for Members of the Executive, Heads of Department and senior officials on substantive legal issues; Negotiating, drafting and editing contracts of substantial importance to the Administration; Drafting, editing and scrutiny of legal-technical correspondence; Liaise with the litigation unit in relation to matters that are related to substantial opinions rendered, legal advice given or contracts drafted or edited; Liaise with the State Attorney in respect of requests for substantial opinions sourced from junior or senior counsel; Reporting to the Director: Legal Advisory Services (Governance & Economic Cluster) on all legal matters attended to.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Adv G. Reed at Tel No: (021) 483 3402<br>: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>  |
| <b><u>NOTE</u></b>                   | : Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.  |
| <b><u>CLOSING DATE</u></b>           | : 31 January 2022   |
| <b><u>POST 01/121</u></b>            | : <b><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 63/2021 (X2 POSTS)</u></b><br>(12 Month Contract)  |
| <b><u>SALARY</u></b>                 | : R744 255 per annum (Level 11), (All-inclusive salary package)   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Department of the Premier, Western Cape Government<br>: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Behavioural Sciences (preferably Industrial Psychology), Management Sciences or Public Administration. Minimum of 3 years management level experience in an Organisational Development/Human Resources or related environment; 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. Recommendation: Experience in major culture transformation projects. Competencies: Knowledge of the following: Leadership and Organisational Culture; Change management methodologies; Quantitative and qualitative research methodologies; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development; Benchmarking; Appreciative inquiry. Skills needed: Communication (written and verbal); Analytical; Intervention design; Innovative problem-solving; Interviewing; Listening; Facilitation and presentation; Diagnostic; Numeracy; Conceptual, interpretive and formulation; Computer literacy skills in MS Office Package (Word, Excel, PowerPoint); |

- Networking; Planning and organising; Presentation. Ability to work independently and as part of a team.
- DUTIES** : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques; Perform interventions on organisational culture, transformation, change management individual, group, inter-group and management level; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Document and report on Organisational Development interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions; Function as (project) manager and supervisor in respect of specialist functional and project teams.
- ENQUIRIES APPLICATIONS** : Ms L. Isaacs at Tel No: (021)466 9734
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/122** : **APPLICATION DEVELOPMENT MANAGER: TRANSVERSAL APPLICATIONS DEVELOPMENT REF NO: DOTP 41/2021 R1**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (All-inclusive salary package)  
 : Department of the Premier, Western Cape Government  
 : An appropriate 3 year tertiary qualification (National Diploma/ B-Degree or higher) in Information Systems; A minimum of 5 years' experience in an ICT environment of which 3 years minimum must be management level experience; A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven experience in the following: System Development Life-Cycle of Enterprise scale applications and platforms; Managing developers and development operation teams; Systems Analysis and Troubleshooting; Contract and vendor management in the ICT Sector; Managing and/or supporting Microsoft Platforms (SharePoint, SQL, PowerPlatform, .Net); Managing and/or supporting Cloud Infrastructure Environment; Willing to work outside of normal hours. Competencies: Knowledge of the following: Systems Development Life Cycle and Business Systems Analysis; Public sector processes; Cloud platforms and operations; Contract and budget management, Communication (written and verbal); Report writing; Planning and organising; Conflict management; People Management; Strategic Planning; Ability to lead and motivate people.
- DUTIES** : Manage a team of professionals and service providers to deliver services in accordance with approved needs relating to systems development, platform hosting, maintenance and support; Provide effective programme and project management for the delivery of ICT solutions; Provide contract and budget management in the provisioning of ICT Services and provide inputs into budget and fiscal processes; Manage System Development Life Cycle processes; Manage Application and ICT Cloud hosting Operation; Ensure effective stakeholder and communication management.
- ENQUIRIES APPLICATIONS** : Mr H. Jacobs at Tel No: (021) 483 8569
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as

determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE**

: 31 January 2022

**POST 01/123**

: **POLICY AND STRATEGY RESEARCHER – INNOVATION REF NO: DOTP 56/2021 (X2 POSTS)**  
(12 Month Contract)

**SALARY CENTRE REQUIREMENTS**

: R382 245 per annum (Level 09), plus 37% in lieu of benefits  
: Department of the Premier, Western Cape Government  
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in the Social Sciences, Public Policy, Law Economics, Planning, Built Environment and/or related fields; A minimum of 3 years relevant experience. Recommendation: A post-graduate qualification in the Social Sciences and/or related field; Experience in the following: Social and economic policy development and implementation or related environment; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Strategy development support, monitoring and review processes; Policies of the government of the day; Provincial policy and strategy development processes; Latest trends in public sector innovation and innovative methodologies; Provincial strategy – PSP and Recovery Plan; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the WCG; Project management; Applied innovative methodologies; Managing stakeholder relations. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint ); Design (web design, in-design); Strategy development; Research; Facilitation; Planning; Presentation. Ability to: Conceptualise, analyse, interpret, synthesise and present (qualitative and quantitative) complex information; Work collaboratively and flexibly across teams within the organisation.

**DUTIES**

: Render implementation support on the Innovation for Impact implementation plan. Assist with the following: Strategy development and implementation of the innovation implementation plan to rollout the activities in the plan; Assist the innovation team to: Identify, develop and/or strengthen and manage strategic partnerships in relation to the areas of work; Support the Director General and VIP 5 Innovation and Culture lead on key fora in relation to the innovation programme and related initiatives; Developing innovation capabilities towards the attainment of the WCG provincial strategic priorities and outcomes; Capacity building and implementation support of key strategic programmes and projects.

**ENQUIRIES APPLICATIONS**

: Ms A. Martinus at Tel No: (021) 483 3437  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE**

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

**CLOSING DATE**

: 31 January 2022

**POST 01/124**

: **CONTACT CENTRE ASSISTANT MANAGER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 57/2021**

**SALARY CENTRE**

: R382 245 per annum (Level 09)  
: Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 5 years' relevant experience in a Client Relationship Management environment. Recommendation: A valid code B (or higher) driving licence. Competencies: Sound knowledge of the following: Governance and Administration; Change Management; Media Management communication; Highly developed interpretive, conceptualization/ formulation ability; Outstanding planning and organising skills; Strong leadership skills; Creative presentation skills; People management skills; Proven computer literacy (Management Information Systems); Communication (written and verbal) skills.
- DUTIES** : Responsible for the following functions at this specific level: Client Relationship Management; Financial Management; Human Resource Management; Operations Management; Strategic Management; Provide and implement client (citizen) service delivery policies and strategies; Render interactive Client (Citizen) Service channels; Co-ordination of frontline service delivery support; Provide strategic access to information and service; Evaluating operational needs and work level requirements.
- ENQUIRIES** : Mr M Baderoen at Tel No: (021) 483 5178
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/125** : **ASSISTANT DIRECTOR (COPYWRITING): CREATIVE DESIGN REF NO: DOTP 59/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in journalism / media communication or related field; A minimum of 3 years relevant experience in copywriting or journalism; 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. Recommendation: Working knowledge and experience in the following: Supervisory; Magazine; Adobe InDesign and digital/writing for the web. Competencies: Knowledge of writing for various media; Communication (written and verbal) skills; Editing and proofreading skills; Excellent interview and research skills.
- DUTIES** : Render a creative copy-writing service to the Western Cape Government; Research, conduct interviews and source information in order to generate articles and written communication for the Western Cape Government; Provide an oversight role to creative writing work produced outside of Corporate Communication; Provide a creative editing service to the Western Cape Government; Work together with the design and photographic units to create high quality content.
- ENQUIRIES** : Mr S Du Plessis at Tel No: (021) 483 3139
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861

370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 31 January 2022

**POST 01/126** : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER REF NO: DOTP 60/2021**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Science or relevant field; A minimum of 3 years appropriate experience in the learning and development field. Recommendation: A valid (Code B or higher) driving licence; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day; Skills needed: Communication (written and Verbal); Proven computer literacy; Planning and organising; Assessment and moderation.

**DUTIES** : Provide input into the development, updating and review of innovative and future-focused training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirements; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment and Provide input in respect of the operational management of the Sub-Directorate.

**ENQUIRIES** : Mr D Fredericks at Tel No: (021)865 8064 / (081) 482 2668  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 31 January 2022

**POST 01/127** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A AND B): PROVINCIAL FORENSIC SERVICES REF NO. DOTP 66/2021 (X4 POSTS)**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate B-degree or higher qualification in Commerce/ Law/ Auditing/ Forensics or equivalent; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics or internal audit environment. Recommendation: Qualification of BCom IT or Informatics; A valid code B (or higher) driving license; Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). Competencies: Knowledge of the

following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial government; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge to write scripts for queries to identify and detect possible incidents of fraud; Skills in the following: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Excellent written and verbal communication; Good project management; Factual and legal analysis; Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.

**DUTIES** : Planning and execution of forensic investigations within allocated timeframes; Prioritising tasks; Managing multiple investigations at the same time; Conducting investigations through thorough fact finding, data analysis, research and evidence retrieval; Draft factual reports containing appropriate findings, conclusions and recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

**ENQUIRIES** : Ms W Hansby at Tel No: (021) 483 4593  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

**CLOSING DATE** : 31 January 2022

#### **PROVINCIAL TREASURY**

**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** : 31 January 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 01/128** : **ECONOMIST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 19/2021**

**SALARY** : R744 255 per annum (Level 11), (All-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : Honours Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification); A minimum of 3 years' relevant experience; 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. Recommendation: Masters Degree in Economics/Finance /Business Administration/Public Policy (or equivalent qualification); Experience in economic modelling, taxation and or policy development; Keen interest in working in an applied economic policy environment. Competencies:



- Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Project Management; Communication (written and verbal) skills.
- DUTIES** : Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Provide support to provincial departments on budget planning and performance related matters; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.
- ENQUIRIES** : Mr ML Booysen at Tel No: (021) 483 3386
- POST 01/129** : **PROCUREMENT SPECIALIST: (CLIENT SUPPORT AND SUPPLIER DEVELOPMENT SPECIALIST) PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 08/2020 R2 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Provincial Treasury, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance/Economics/Accounting/Law; A minimum of 3 years' experience as a Procurement and Supply Chain professional. Recommendation: A valid driving license; Experience in the following: Use of business intelligence Tools in procurement analysis; Supplier Development experience. Competencies: Knowledge of Supply Chain Management and Asset management legislation and policy framework and experience in providing advice, guidance and support in the implementation thereof; Understanding of the South African marketplace; Research and analysis (report writing) procedures; Written and verbal communication skills.
- DUTIES** : Development and implementation of provincial, Supply Chain Management and Asset Management Policy, Norms and standards; Provide capacity development and knowledge management services to internal and external stakeholders; Monitor, evaluate and enforce compliance to Supply Chain Management and asset management requirements; Provide strategic procurement support services to improve the performance and efficiency of the Supply Chain Management system including value for money and leveraged benefits in the province; Facilitate and arrange transversal contracts for the province.
- ENQUIRIES** : Ms N Ebrahim at Tel No: (021) 48347 /6645

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

- CLOSING DATE** : 31 January 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS

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

#### **MANAGEMENT ECHELON**

**POST 01/130** : **DIRECTOR: SPECIAL PROGRAMMES REF NO: DSD 179/2021**

**SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience in a Social Welfare Environment; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Social Science or related qualification. Registration with the South African Council for Social Services. Competencies: Knowledge of the modern trends and future development in the Social Sector; Advance knowledge of formulating and managing the Disability and Older Persons programmes; Advance knowledge of modern systems of governance and administration; Knowledge of the following: Assessment Systems; Management principles; Public Service procedures; People Management processes; Employee relations; Financial management; Project management; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound budgeting skills; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational skills; Strategic thinking and planning skills; Team building and strong inter-personal skills.

**DUTIES** : Formulate and manage the disability programmes; Formulate and manage the older persons programmes; Strategic Management (including Change Management); People Management; Financial Management.

**ENQUIRIES** : Mr Charles Jordan at Tel No: 021483 4991

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

#### **OTHER POSTS**

**POST 01/131** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DSD 188/2021**

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

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud prevention measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards; Risk management frameworks; Government financial systems; Human Resource Management; policy development; Budgeting processes; Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.

- DUTIES** : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.
- ENQUIRIES APPLICATIONS** : Mr D.N Arendse at Tel No: (021) 483 8646  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/132** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION MANAGEMENT REF NO: DSD 190/2021**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical thinking, strategic thinking, budgeting, written and verbal communication, numeracy, computer literacy, ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research.
- DUTIES** : Acquisition Management; Develop and implement strategic sourcing plans; Compile bid documents; Contract management and Administration; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Logistics Management; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc.)
- ENQUIRIES APPLICATIONS** : Ms J Smith at Tel No: (021) 483 3695  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.  
31 January 2022

**CLOSING DATE**

**POST 01/133**

**STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DSD 191/2021**

**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); A minimum of 3 years' experience in internal control and governance environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives / instructions; Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Skills needed: Analytical thinking, strategic thinking, budgeting, written and verbal communication, computer literacy, ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research.

**DUTIES**

Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render assurance services; Evaluate the effectiveness of financial prescripts (inspections). Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.

**ENQUIRIES**

Mr DN Arendse at Tel No: (021) 483 8646

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE**

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

**CLOSING DATE**

31 January 2022

**POST 01/134**

**EDUCATION OFFICER (VOCATIONAL): FACILITY MANAGEMENT (CLANWILLIAM) REF NO: DSD 180/2021**

**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 Educator / Educationalist/Vocational skills facilitator in teaching. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; People management processes; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation and written and verbal communication skills.

**DUTIES**

Implement Skills Educational Programmes at Facilities in accordance to SETA standards for the relevant skill and/or curriculum requirements and Departmental Legislation; Implementation of facility policies and procedures to enhance safe care / custody and development of residents; Performing of administrative functions; Continuous Professional Development; Keep up to date with new developments in the Social Work and Social Welfare fields.

**ENQUIRIES**

Ms U Siebritz at Tel No: (021) 482 1902

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/135** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (EERSTE RIVER) REF NO: DSD 189/2021**
- 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** : Ms MK Rebe at Tel No: (021) 900 4521

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022
- POST 01/136** : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 181/2021 (X7 POSTS AVAILABLE AT VARIOUS LOCATIONS)**
- SALARY** : Grade 1: R143 073 – R159 603 per annum, (OSD as prescribed)  
Grade 2: R169 332 – R190 575per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A Grade 12 qualification (Senior Certificate or equivalent qualification)  
Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.
- DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
- ENQUIRIES** : Mr EJ Buys at Tel No: (021) 986 9101
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 31 January 2022

#### DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 31 January 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 01/137** : **CHIEF ENGINEER: MECHANICAL (HEALTH INFRASTRUCTURE) REF NO: TPW 167/2021**

**SALARY** : Grade A: R1 058 469 per annum, (All-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Mechanical Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Mechanical Engineering; 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 license (Code B or higher). Recommendation: Working knowledge in design of Health Engineering Services(HVAC, medical gases, -compressed air & vacuum systems, hot water generation, sterilisation, fire protection, water supply, waste disposal- and drainage, etc) systems; Willingness to travel on a regular basis; Working knowledge of the relevant Built Environment especially regarding engineering design and analysis in the construction of Health Facilities; Experience in programme and project management; Experience of contract documentation and administration, Act/regulations of Occupational Health &Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation. Competencies: Knowledge in the following: Computer support design of building and services; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Research and development skills; Public sector procurement; Technical report writing skills; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office, Excel); Ability to work under pressure; Written and verbal communication skills.

**DUTIES** : Design and installation of mechanical engineering works for Health Facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of mechanical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; 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; Ensure thorough evaluation that planning and design by others are 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 utilization; 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** : Ms J Thomas at Tel No: (021) 483 2004

- 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 01/138** : **CONTROL ENGINEERING TECHNOLOGIST: WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 158/2021**
- SALARY** : Grade A: R762 816 per annum, (All-inclusive salary package), (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience in road maintenance and construction; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Recommendation: Experience in the following: Road maintenance, road construction, human resources management and development; Construction machinery; Maintenance, reparation and building of gravel and surfaced roads; Mentoring and training technical staff; A valid Code EC with PDP driving licence; Willingness to travel. 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, proven computer literacy (MS Office), strategic capability and leadership, sound engineering and professional judgement, technical report writing.
- DUTIES** : Management of works planning and quality control division; Development, maintenance and improvement of quality control and methods manuals for in-house maintenance and construction work; Training and production monitoring and improvement of in-house maintenance and construction work; Research, technical report writing and data analysis.
- ENQUIRIES APPLICATIONS** : Mr S Schoeman at Tel No: (044) 272 7071  
: 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 01/139** : **DEPUTY DIRECTOR: QUALITY MANAGEMENT AND EVALUATION REF NO: TPW 157/2021**
- 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 3 years management level experience. Recommendation Registered Traffic Officer or Peace Officer. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Legislative and regulatory requirements, policies and standards; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Public management and administration; Political sciences and public policy; Relationship management. Skills needed: Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Written and verbal).
- DUTIES** : Manage the performance of assigned personnel to achieve key result areas that derive from the Sub-Directorates Work Plan and Project plans; Manage all projects allocated to the sub-directorate and quality/impact assessment for the department; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments and government spheres; Manage 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; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Plan the sub-directorates budget and manage income and expenditure, through responsible implementation of policies,



- practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES APPLICATIONS** : Mr FN Payne at Tel No: (021) 483 6085  
: 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 01/140** : **CONTROL PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 166/2021**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (All-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years working experience in the field in Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Officer or Peace Officer; A valid driving license (Code B or higher); No criminal record. Recommendation Driving Licence Code A and EC. Competencies: Knowledge of the following: Relevant legislation; Overload control management; Impoundment procedure and process; Departmental administrative processes; Fleet management. Skills needed: Advanced driving; Defensive driving; Communication (Written and verbal); Computer literacy.
- DUTIES** : Provide effective leadership; Evaluate the activities of regional operational plans to ensure alignment with the strategic plan, budget statements, national and provincial strategies; Coordinate the collection of regional law enforcement statistics; Provide research input; Assist with the formalisation of policies and development of new strategies or models to improve service delivery; Provide operational leadership and mentoring of regional role players regarding strategies, developments and trends; Manage and coordinate the human resource processes, budget processes and utilisation of assets in the region.
- ENQUIRIES APPLICATIONS** : Mr FN Payne at Tel No: (021) 483 6085  
: 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 01/141** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2) REF NO: TPW 37/2021 R2**
- SALARY** : Grade A: R728 829 - R777 771 per annum, (OSD as prescribed)  
: Grade B: R821 775 - R885 303 per annum, (OSD as prescribed)  
: Grade C: R939 621 - R1 106 814 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
- DUTIES** : Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity affecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control

procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.

**ENQUIRIES** : Mr X Smuts 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 01/142** : **CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 159/2021**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : A National Diploma (T/N/S stream) or equivalent qualification; Or A N3 and a passed electrical trade test in the built environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation; Latest SANS 10142 (Electrical wiring code) and all relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

**DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

**ENQUIRIES** : Mr N. Nolan at Tel No: (021) 483-9233  
**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 01/143** : **CONTROL WORKS INSPECTOR: TECHNICAL SERVICES- ELECTRICAL (EDUCATION) REF NO: TPW 150/2021**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years working experience in the traffic law enforcement field of which 3 years must be on a supervisory level; All valid driving licenses (A and EC); No criminal record. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment and inspections; Skills needed: Driving; Excellent Communication (written and verbal); Proven computer literacy; Project Management; Financial Management; Negotiation; Customer Relationship Management; Organisation; Deployment; Mentoring and coaching.

**DUTIES** : Manage the following: The implementation of operational law enforcement plan; Service delivery improvement. Ensure effective and efficient: Leadership; Asset Management; Financial Management; Human Resource management.

**ENQUIRIES** : Mr FN Payne at Tel No: (021) 483 6085  
**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 01/144** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): WORKS PLANNING AND QUALITY CONTROL REF NO: TPW 156/2021**

**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, reparation and building 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 facilitation; Research, technical report writing and data analysis; Assist with researching, investigating, developing and implementation of new technologies in the roads construction and maintenance environments, such as trial/test sections for different materials types and equipment.

**ENQUIRIES APPLICATIONS** : Mr S Schoeman at Tel No: (044) 272 6071  
: 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 01/145** : **PRINCIPAL ROAD SAFETY OFFICER REF NO: TPW 163/2021 (X5 POSTS AVAILABLE AT VARIOUS LOCATIONS)**

**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 or higher qualification) in Education, Media and Communication, Public Relations, Project Management or Social Science; A minimum of 3 years' experience in Road Safety Education or relevant field; 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. Competencies: Knowledge in the following: Road Safety Act; National Road Safety Strategy; Public Service Act/Regulations; Local government structuring; Marketing principles; Capacity building; Skills needed: Planning and organising, computer literacy, problem solving, conflict resolution, research, analytical thinking, written and verbal communication skills.

**DUTIES** : Liaison with internal and external role-players; Facilitate and assist with the development of road safety programmes and initiatives; Facilitate, plan, develop and implement traffic safety information, projects and programmes; Research on traffic safety issues and educational projects.

**ENQUIRIES APPLICATIONS** : Mr A Kafaar at Tel No: (021) 483 6000  
: 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 01/146** : **PRINCIPAL PROVINCIAL INSPECTOR (QUALITY EVALUATOR) REF NO: TPW 165/2021 (X5 POSTS)**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior certificate or higher qualification); Must be in possession of a Basic Traffic Diploma; Registered traffic officer; A valid (Code A and EC) driving licence; No criminal record; A minimum of 6 years law enforcement experience. Recommendation: Experience in the following: Collation of information and compilation of reports; Facilitating assessment and outcomes-based education; Sound knowledge of Traffic Law Enforcement practices and principles and applicable policies and procedures; Collation of information and compilation of reports. Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Analytical thinking ; Ability to conduct research; Interpersonal skills.

**DUTIES** : Evaluate the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Ad hoc tasks.

**ENQUIRIES** : Mr H Arendse at Tel No: (021) 983 1536  
**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 01/147** : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER REF NO: TPW 170/2021 (VARIOUS POSTS AVAILABLE)**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Sound knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Applicable policies and procedures (extensive); Examiner of vehicles and/or examiner of driving licence. Competencies: Knowledge in the following: Excellent communication (written and verbal) and report writing skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Training and facilitating skills; Diversity Management skills; Interpersonal skills, Planning and organising skills.

**DUTIES** : Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitating of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

**ENQUIRIES** : Mr W. v.d Merwe at Tel No: (021) 983 1500  
**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 01/148** : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: TPW 162/2021 (X6 POSTS AVAILABLE AT VARIOUS STATIONS)**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Examiner of vehicles and/or examiner of driving licence. Competencies: Knowledge of the following: Road traffic and Public Transport policies and regulations; Law enforcement knowledge in Traffic and Public Transport; Vehicle inspections; Vehicle impoundment; Operational meeting, deployment and planning skills; Ability to utilise electronic systems and related in daily functions; Written and verbal communication skills.

**DUTIES** : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation's; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership

- and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties.
- ENQUIRIES** : Mr FN Payne at Tel No: (021) 483 6085
- 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 01/149** : **ROAD SAFETY OFFICER: ROAD SAFETY MANAGEMENT REF NO: TPW 161/2021 (X3 POSTS AVAILABLE AT VARIOUS LOCATIONS)**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Education, Media and Communication, Public Relations, Project Management or Social Science; A minimum of 2 years' experience in Road Safety Education OR any relevant fields mentioned above; A valid code B driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Road Safety Act; National Road Safety Strategy; Public Service Act/Regulations; Local Government structuring; Market principles; Skills in the following: Planning and organising; Prioritizing; Teamwork and co-operation; Networking; Interpersonal relations; Managing of diversity; Innovative and creative; Strategic thinking, problem solving and decision making; Written and verbal communication; Report writing; Ability to work under pressure.
- DUTIES** : Identify traffic safety needs and critical areas within a designated community in Western Cape; Present traffic safety information, products and programmes to various target groups; Liaise with communities; Provide logistical support for projects and programmes; Assist with the running of competitions and promotions to promote traffic safety; Gather information and maintain database; Assist with traffic safety projects and programmes.
- ENQUIRIES** : Ms J Solomons at Tel No: (021) 483 6975
- 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 01/150** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: TPW 160/2021**
- 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 working 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 Plaatjes at (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 01/151** : **REGIONAL FOREMAN: ROUTINE ROAD MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE (OUDTSHOORN) REF NO: TPW 108/2020 R2**

**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 6 years appropriate experience in road construction or Road Maintenance; 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. Recommendation: Working experience in: Construction, maintenance and preservation of roads; Operating of minor construction machines; Management, Planning and supervision of civil activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

**DUTIES** : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the proclaimed road network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Identify and priorities road defects; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Report on illegal and other activities impacting on the road network; Supervise personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

**ENQUIRIES** : Mr E van Wyk 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 01/152** : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP REF NO: TPW 13/2021 R2**

**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 01/153** : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 104/2020 R3 (X2 POSTS)**

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.
- DUTIES** : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.
- ENQUIRIES APPLICATIONS** : Mr D Plaatjies at Tel No: (044) 272 3699  
: 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 01/154** : **ADMINISTRATION CLERK: ACADEMIC ADMINISTRATION REF NO: TPW 169/2021**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: General office administration experience in a training environment. Competencies: Proven computer literacy; Skills needed: Interpersonal, flexibility, teamwork, planning and organisation; Written and verbal communication skills; Data capturing.
- DUTIES** : General office administration; Provide administrative support to training managers and components; Administer portfolio database; Assist with course applications and course fees.
- ENQUIRIES APPLICATIONS** : Mr C Nyman at (021) 983 1537  
: 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 01/155** : **HANDYMAN: GENERAL ADMINISTRATION (BRACKENFELL) REF NO: TPW 164/2021**
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)  
: Department of Transport and Public Works, Western Cape Government  
: Basic Literacy and Numeracy (ABET 4/ Grade 9). Recommendation: Proven general experience covering the relevant areas of the maintenance and repairs of small defects on buildings machinery and equipment. Competencies: Knowledge and understanding of the following: Maintenance of buildings, grounds, equipment and machinery.; Repairs of defects on buildings, equipment and machinery; Departmental practices regarding health and safety; Communication and interpersonal skills; Planning and organising.
- DUTIES** : Responsible for the following: Maintenance of all buildings, machinery, equipment, and grounds for the directorate; Liaise with service providers regarding the cleaning of the garden and grounds of the College; inspection of buildings and grounds for defects; Assist with the key control of the College; Repair / replacing of small defects on machinery, equipment and the buildings in the directorate; Liaise with service providers regarding the repair / replacing of machinery, equipment and the buildings in the directorate; Obtain quotations regarding the repairing / replacing of machinery, equipment or buildings in the directorate; Safekeeping of tools and other equipment in the workshop; Maintain a tool and equipment register of the workshop.
- ENQUIRIES APPLICATIONS** : Mr J Baugaard at (021) 983 1523  
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your

application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**POST 01/156** : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES (TYGERHOEK) REF NO: TPW 168/2021 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: Department of Transport and Public Works, Western Cape Government  
: Basic Literacy and Numeracy (ABET 2/ Grade 5). Recommendation: Appropriate cleaning experience. Competencies: Knowledge of the following: Occupational Health and Safety Act and relevant regulations; Cleaning materials and chemicals; Built machines; Good communication (written and verbal) skills; Ability to work under pressure, independently as well as in a team.

**DUTIES** : Cleaning of offices, corridors, lifts and boardrooms; Cleaning of toilets-rooms and cubicles; Apply hygiene and safety measures; General cleaning of the entire building and the surrounding areas and other buildings; Relieve of colleagues on floors and other buildings when they are on leave/sick leave; Collect and remove of waste from floors to designation areas.

**ENQUIRIES APPLICATIONS** : Mr E Sawall at Tel No: (021) 483 5053  
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.