



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2023

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the closing date for the posts advertised in Public Service Vacancy Circular 38 of 2023 has been extended to 17 November 2023. Post no. 38/220: Assistant Director: EPWP Planning and Support (Ref S.4/3/4/11), Post no. 38/228: Assistant Director: ICT Solutions & Information Management (Ref. no S.4/3/7/12), Post no 38/229: Assistant Director: Human Resources Management (Ref no. S.4/3/8/42) and Post no. 38/230: Assistant Director: Financial Management (Ref no. S.4/3/9/62) are withdrawn as they are duplicates.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT	A	04 - 10
BASIC EDUCATION	B	11 - 13
COOPERATIVE GOVERNANCE	C	14 - 16
DEFENCE	D	17 - 26
GOVERNMENT PRINTING WORKS	E	27 - 30
GOVERNMENT TECHNICAL ADVISORY CENTRE	F	31 - 36
HIGHER EDUCATION AND TRAINING	G	37 - 39
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	H	40 - 47
OFFICE OF THE CHIEF JUSTICE	I	48 - 50
SCIENCE AND INNOVATION	J	51 - 53
WATER AND SANITATION	K	54 - 61

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	L	62 - 72
KWAZULU NATAL	M	73 - 124
NORTHERN CAPE	N	125 - 127
NORTH WEST	O	128 - 129
WESTERN CAPE	P	130 - 136

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	10 November 2023 at 16:00
<u>NOTE</u>	:	The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 39/01</u>	:	<u>PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/675</u> Directorate: Examination Services
<u>SALARY</u>	:	R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills,

		Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
<u>DUTIES</u>	:	Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research/literature studies on survey technology to improve expertise. Liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Senosha Tel No: (015) 495 1904
	:	Application can be submitted by post, Private Bag X9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
<u>POST 39/02</u>	:	<u>PROJECT COORDINATOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/676</u> Directorate: District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management / B Com. Agriculture / Agri-Business. Minimum of 3 years relevant experience at supervisory level. Job related knowledge: Knowledge of the Departments policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies e.g National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good Corporate Governance Principles. Knowledge in Human and Financial Management. Job related skills: Project management skills. Communication skills (verbal and written). Agricultural development skills. Conflict management skills. Stakeholder mobilisation. Financial management skills. Computer literacy. Information management and Analytical skills. A valid driver's license.
<u>DUTIES</u>	:	Assist in facilitating the development, review and management of policies and programmes for Land Development and Post Settlement support. Assist in facilitating the engagement with relevant stakeholders on policy matters. Assist in facilitating capacity building session for officials and stakeholders on policies and programmes developed. Participate in the development and review of Standard Operating Procedures (SOP). Assist with the implementation of projects for the development of procedures towards commercialization. Co-ordinate the process of identifying procedures to be supported. Assist in the establishment and management of partnership between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch.

Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies/SOPs. Present the submission to the relevant committees and structures. Facilitate the effective promotion and practice of good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Mitigate identified operation and fraud risks. Implement internal and external controls in line with the policies.

**ENQUIRIES
APPLICATIONS**

: Ms K Segole Tel No: (012) 337 3658
 : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management

NOTE

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

POST 39/03

: **CONTROL RESOURCE AUDITOR REF NO: 3/2/1/2023/677**
 Directorate: Land and Soil Management

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum (Level 10)
 : Free State (Bloemfontein)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Natural Resource Utilization / Environmental Management. Minimum of 3 years' experience in the field of natural agricultural resources. Job related knowledge: Conservation of Agriculture Resource Act. (CARA), Act No. 43 of 1983. Subdivision of Agricultural Land Act (SALA), Act No. 70 of 1970. National Environmental Management Act (NEMA), Act No. 107 of 1998, National Environmental Management Biodiversity Act (NEMBA), Act No. 10 of 2004, National Environmental Management Protected Areas Act (NEMPA), Act 57 of 2003. National Water Act (NWA), Act No. 36 of 1998. National Veld and Forest Fire Act (NVFFA), Act No. 101 of 1998. National Forest Act (NFA), Act No, 48 of 1998. Mineral and Petroleum Resources Development Act, Act 28 of 2002. Knowledge of policy development. Public Service Act, 1994. Public Service Regulations, 2020. Public Finance Management Act (PFMA), 1999. Labour Relations Act, 1995 and amendment of 2022. Knowledge of project planning and management. Job related skills: Geographic Information System skills. Policy development and analysis skills. Monitoring and research skills. Leadership skills. Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Inspection and auditing skills. Problem solving skills. Facilitation and coordination skills. Computer literacy. Honesty and integrity. Teamwork. Interpersonal relations. Flexibility. Client orientation and customer focus. Planning and execution skills. Ability to work under pressure. Ability to work independently. A valid driver's licence. Willingness to work extended and to travel.

DUTIES

: Promote the application of sound sustainable land use management practices to land user's groups at all levels in the province and liaise with other role players with regards to sustainable resource management. Ensure continual improvement of the country's agricultural resources. Report on the state of natural agricultural resources and action taken. Maintain a geo-referenced database of natural agricultural resources, case register management, control or management plans and actions taken. Develop management plans and agreements with other stakeholders in the province. Promote CARA to all relevant stakeholders. Provide technical and scientific guidance as well as audit compliance with CARA requirements in all farm units and government funded programmes. Inspect and assess the state of natural agricultural resources (soil, water, vegetation) for all forms of degradation. Audit compliance with provisions of the CARA Act in considerations of other relevant legislations. Ensure issuing of directives for noncompliance to CARA and verification of directives and guide technical remedial actions required by means of conditions on a directive. Monitor compliance with directives. Ensure prosecution of noncompliance with provision of Act and directives. Provide technical and scientific advisory on the processing of CARA applications in

terms of applicable control measures. Assess the effectiveness of norms and standard operating procedures used in the enforcement of the Act. Identify deficiencies in tools used in the enforcement of the Act in relation to substance and procedure. Provide training and guidance to Resource Auditors and land users in the use of spatial tools for the purpose of compliance to CARA objectives. Manage enquiries, objectives, appeals at provincial level in relation to CARA administration and provide technical inputs and reports. Coordinate and facilitate conservation committees, strategies and guidelines to support CARA, contribute to policy and legislation development and review. Liaise with role players, Provincial departments, other authorities and organized agricultural organization. Ensure the establishment of the conservation committees to strengthen administration of compliance and enforcement to CARA. Provide technical inputs to the conservation committees. Take appropriate action based on the committee's recommendations. Identify gaps and deficiencies in CARA legislation, policies, strategies, guidelines, and propose and draft amendments. Provide technical and scientific inputs on the legislation in relation to natural resources management. Provide comments on other legislations affecting mandate of own legislation as well as to manage overlaps. Develop and review norms and standards, develop, implement and review procedures and work instructions with regards to the line functions. Conducts research, desktop study, need analysis and acquire technical and scientific information in relation to natural agricultural resources to support CARA implementation. Develop and review norms and standards to promote sustainable management of agricultural resources. Develop and review procedures and work instructions to guide implementation of legislation. Provide technical inputs to the committee. Take appropriate action based on the committee's recommendations. Manage resources (human, finance and equipment) of the section including Supervision of staff. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Ensure processing of administration. Apply discipline.

- ENQUIRIES** : Mr LJ Mahlatji Tel No: (051) 409 2617
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 39/04** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/678**
Directorate: Operational Management
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act. Knowledge of Land Reform. Knowledge of Rural Development. Development management including strategic management. Research methods and techniques. Understanding and able to interpret business plan. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative, ability to take responsibility and meet deadlines. Computer literacy. Ability to produce reports. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
- DUTIES** : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile

		offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Vuuren Tel: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
	:	Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
<u>NOTE</u>	:	Coloured, Indian and White Males and Indian and White Female and Persons with disabilities are encouraged to apply.
<u>POST 39/05</u>	:	<u>HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/679</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate. 3 years' experience working in Human Resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedure in terms of human resource working environment. Understanding of the work in registry. Job related skills: Planning and organising skills, Computer literacy, Language skills. Good communication skills (verbal and written) and Interpersonal relations skills. Flexibility. Teamwork.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegation (final authorisation should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration queries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Ledwaba Tel No: (012) 337 3656
	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6 th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Management
	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 39/06</u>	:	<u>STATE ACCOUNTANT: SALARIES REF NO: 3/2/1/2023/680 (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Local Government / Public Sector Accounting / Accounting Sciences / Financial Management / Cost and Management Accounting. Minimum of 1-year relevant experience in the salaries and payroll environment. Job related knowledge: Treasury Regulations. Public Finance Management Act, Act 1 of 1999. Basic Accounting System (BAS). GroupWise / Microsoft Outlook. Personnel and Salary Administration (PERSAL) (Personnel Salaries). Generally Recognised Accounting Practice. Job related skills: Communication skills (verbal and written). Interpersonal skills. Organising skills. Planning skills. Computer literacy (Microsoft Word and Excel).
<u>DUTIES</u>	:	Process deductions and allowances. Check correctness and compliance of advice received. Approve allowances, deductions and other salary related transactions of BAS and PERSAL. Administer all Salary related payments,

including Inter-Departmental claims. Clear and report on suspense accounts. Management of allocated salary suspense accounts and clearance of account balances. Review service termination. Monitoring of service termination files and ensuring process is followed until file is finalised. Monitoring Inter-Departmental transfers and ensure recovery of salary claimed. Perform administration duties pertaining to salaries functions. Provide accurate information concerning all aspects of work to meet all customers' requirements. Assess subordinates, co-ordinate training needs and provision of training (formal and informal). Document control. Facilitate requests for information and ensure documents are retrieved and provided on time. Supervise subordinates. Ensure compliance with applicable prescripts (Acts, policies, Departmental Instructions etc). Perform Payroll Management. Monitoring of payroll certification and provide information for reporting.

ENQUIRIES APPLICATIONS : Mr SB Makwela Tel No: (012) 312 8873
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

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

POST 39/07 : **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/681**
 Directorate: Quality Assurance and Administration

SALARY CENTRE REQUIREMENTS : R241 485 per annum (Level 06)
 : Eastern Cape (East London)
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).

DUTIES : Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and capture in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.

ENQUIRIES APPLICATIONS : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
 : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

POST 39/08 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/682**
 Directorate: Land and Soil Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
 : Free State (Bloemfontein)
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills. Good communication skills (verbal and written). Planning and organisation skills. Computer literacy. Interpersonal relations. Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as

required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

- ENQUIRIES** : Mr LJ Mahlatji Tel No: (051) 409 2617
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 39/09** : **GROUNDSMAN REF NO: 3/2/1/2023/683**
Directorate: Inspection Services
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : North West (Buffelsport)
- REQUIREMENTS** : Applicants must be in possession of NQF level 1 or 2 (Adult Basic Education and Training (Abet) level 2 / 3 certificate). No experience required. Job related skills: Basic numeracy skills.
- DUTIES** : Perform routine in respect of grounds through inter alia the following: Irrigation and watering of plants / lawns, weeding, pruning and trimming of plants. Cutting, seeding, transplanting, mowing laws, dispose of organic waste, dig up compost, digging, spraying and maintain flower beds, edges etc. Perform general routine activities in respect of infrastructure which would include inter alia the following: Maintain road markings, painted surfaces, canals, buildings etc. Cleaning signs, light fittings etc. Sweeping, mix and lay cement for walkaways, driveways etc. Unblocking drains. Empty and clean waste collection bins. Cleaning and maintenance of roads, pavements and greenhouse, etc. Perform general activities which would include inter alia the following: Care for equipment e.g. Cleaning, oiling, sharpening etc. Loading / off loading, moving furniture, make minor repairs to furniture and wash government vehicle.
- ENQUIRIES** : Mr T Pongolo Tel No: (021) 809 1640
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- 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.
- FOR ATTENTION** : Ms N Kumalo/Mr M Segowa
- CLOSING DATE** : 17 November 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 39/10** : **PROGRAM OFFICER REF NO: DBE/30/2023 (X4 POSTS)**
(12 Months Contract with an option to renew)
G2G Project implemented by the Department of Basic Education (Pretoria)
- SALARY** : R958 824 per annum, (all-inclusive remuneration package)
- CENTRE** : Department of Basic Education (Pretoria)
Gauteng Department of Education (Gauteng Province)
KwaZulu-Natal Department of Education (KwaZulu-Natal Province)
Mpumalanga Department of Education (Mpumalanga Province)
- REQUIREMENTS** : Applicants must be in possession of a three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Education or Health or Social Science as recognised by SAQA; A relevant Post Graduate degree will be an added advantage; 4 years' relevant experience at supervisory level in Education, training, project management and coordination; Experience in facilitating training activities; Experience in monitoring and evaluation; Experience in School health/Inclusive education/Special needs in education/ Curriculum/ Teacher Development and Governance, Experience in coordination and collaboration at National or Provincial level; Good communication skills (verbal and writing), Inter-personal relations, networking and computer skills; An understanding of the interface between the South African Government operations and NGO environment; An excellent knowledge and understanding of professional training principles, theories, practices and terminology, as well as the principles and procedures of the South African Government in project management and reporting; Ability to engage with Senior leadership in the education department at provincial and district levels; Ability to fast track the institutionalization and harmonization of the G2G activities into all relevant program areas in the provincial education department; Ability to take initiative and solve problems; Ability to implement a monitoring framework; Ability to take initiative and solve problems; Ability to co-ordinate stakeholder groups; Ability to liaise with officials at Provincial levels of government and key stakeholders in the field; Ability to work

		independently and as a part of a team, ability to demonstrates diplomacy and leadership to foster an atmosphere of teamwork, productivity, creativity, fairness, equity, innovation and energy in support of DBE's commitment to diversity; Ability to work beyond regular core business hours; A valid driver's licence and willingness to travel extensively.
<u>DUTIES</u>	:	The successful candidates will be responsible for supporting the respective provinces to initiate the G2G implementation arrangements working in collaboration with relevant directorates; Maintaining closer working relationships with provincial G2G contact person and senior management in the education department at provincial and district levels; Working closely with the provincial Integrated School Health Programme (ISHP) coordinators and the integrated school health program teams including President Emergency Plan for AIDS Relief (PEPFAR); Sourcing partners providing HIV prevention, care and treatment services in support of learners; Leading the implementation of all the deliverables and milestones under the Fixed Amount Reimbursement Agreement (FARA); Writing quarterly and semi-annual progress reports and any other additional reports as required; Submitting all achieved deliverables and milestones to the national G2G lead to route within DBE and Treasury for approval and transmittal to USAID; Facilitating regular meetings with national DBE, province and district to review program implementation; Identifying measures to overcome implementation bottlenecks and enhance quality of deliverables; Ensuring that daily operations of overall program implementation activities are on schedule; Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals; Facilitating all training activities; Ensuring that training resources and all related materials are available at the focus schools; Collaborating closely with the national G2G lead; Overseeing the roll out activities by engaging substantially in the training, implementation, data collection and reporting; Monitoring and evaluating the implementation of the project; Facilitating, scheduling and resourcing of activities under the G2G; Liaising with USAID, DBE G2G team, to ensure better coordination and collaboration at both the national and provincial level; Directly supervising the G2G project coordinators; Representing the Department in meetings with District officials and local stakeholders; Overseeing the Learner Support Agents work plan and performance.
<u>POST 39/11</u>	:	<u>ASSISTANT PROJECT OFFICER REF NO: DBE/31/2023 (X6 POSTS)</u> (12 Months Contract with an option to renew) G2G Project implemented by the Department of Basic Education (Pretoria)
<u>SALARY CENTRE</u>	:	R527 298 per annum City of Johannesburg District (Gauteng Province) Ugu District (KwaZulu-Natal Province) King Cetswayo District (KwaZulu-Natal Province) Ekangala District (Mpumalanga Province) Gert Sibanda District (Mpumalanga Province) Enhlanzeni District (Mpumalanga Province)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Education, or Health or Social Science as recognised by SAQA; A relevant postgraduate qualification will be an added advantage; 3 years' relevant experience in supporting the implementation of training activities; Experience in facilitation and leading key capacity building sessions; An understanding of the interface between the South African Government operations and NGO environment; An understanding of current education and school health policies and the various child protection legislation; Training and facilitation skills; Good communication skills (verbal and writing), Inter-personal relation, networking and computer skills; Ability to take initiative and solve problems; Ability to implement a monitoring framework; Ability to co-ordinate stakeholder groups; Ability to liaise with officials at Circuit and/ or district levels of government and key stakeholders in the field; Ability to work independently and as a part of a team; Ability to work beyond regular core business hours; Ability to demonstrate creativity and be energetic; A valid driver's license and be willing to travel extensively.
<u>DUTIES</u>	:	The successful candidate will be responsible for supporting the relevant district with the coordination and implementation of the Government to Government (G2G) activities in the selected schools; Leading relevant engagements with

School Management, School Governing Body (SGB) members, parents, provincial and district officials; Creating strong service referrals between Health, Education, and Social Welfare services to advocate the strong implementation of Comprehensive Sexual Education (CSE) in the relevant region schools; Providing support and monitoring the achievement of results at the school level; Coordinating training for educators, School Management Teams (SMTs), School Governing Bodies (SGBs) Learner Support Agents (LSAs) and Dreams Ambassadors; Coordinating and supporting the implementation of health and social services in schools; Supporting the strengthening of the functionality of Support Based School Team (SBST); Supporting the implementation of the Peer Education activities in the relevant region; Compiling program and monitoring reports; Working in collaboration with the other G2G team members at National, Provincial, District and school level structures including the Learner Support Agents and reporting expertise; Capturing data from the school level; Working in collaboration with the SMT, focal life orientation and Life skill educators and the LSAs; Representing the Department in meetings with District officials and local stakeholders; Developing periodic reports in line with the Department's requirements and supporting the reporting of LSAs related work under the G2G program; reporting to the relevant Provincial Office and District.

- POST 39/12** : **ADMINISTRATIVE SUPPORT STAFF REF NO: DBE/32/2023**
 (12 Months Contract with an option to renew)
 G2G Project implemented by the Department of Basic Education (Pretoria)
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
 : Pretoria
 : Applicants must be in possession of a Senior Certificate or equivalent qualification; English and Accounting as passed subjects; A three-year post matric qualification will be an added advantage; 2 years' experience in office administration; Experience in arranging and maintaining an effective filing system both electronic and hard copies; Good working knowledge of Microsoft Word, Excel, Access, Power Point and Outlook; Knowledge of administrative principles and procedures; Good organisational skill; Analytic and problem-solving skills; Ability to work with diaries; Multilingual and ability to multi-tasking; Report writing and organisational skills; Ability to take minutes; Ability to work under pressure and over time; Ability to work effectively both individually and collectively with G2G team within guidelines; Ability to demonstrate creativity and energy; Attention to detail; A valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for providing administrative duties as well as secretariat support to the G2G project Lead and team; Preparing relevant project documents; Following up on project documents with other internal DBE offices and implementing provinces; Overseeing the general office operation and maintain the office administration condition; Purchasing office supplies and equipment; Maintaining proper stock levels and arranging repairs for equipment; Managing and following up on logistics for the project activities and G2G staff; Obtaining the necessary travel VAS hotel reservations and other support needed; Setting up meetings and booking venues; Receiving visitors and arranging catering, managing travel and claims expenditure, taking minutes and keeping records of meetings; Making and receiving calls; Photocopy documents and supporting the Directorate Health Promotion when required.
- ENQUIRIES NOTE** : Ms N Kumalo Tel No: (012) 357 3398/Mr M Segowa Tel No: (012) 357 4291
 : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of these posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 10 November 2023
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job.

OTHER POSTS

- POST 39/13** : **DEPUTY DIRECTOR: DISASTER RISK REDUCTION PLANNING AND STRATEGIES REF NO: PHA-27/26**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria
: A Grade 12 Certificate and a three-year National diploma or a Bachelor's degree in Disaster Management/ Development Studies/ Environmental/ Social Science or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in Disaster Risk Management. Proficiency in MS PowerPoint, MS Project. Driver's license and willingness to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written) with research and writing composition as an added advantage. Technical Competencies: In-depth knowledge of: Policy and legislation relevant to the disaster risk management function in South African and internationally. The concept of disaster risk reduction and climate change adaptation. Project management methodologies. Provincial and Local Government environment. Core philosophy of disaster risk reduction and mainstreaming risk reduction into developmental Initiatives. Intergovernmental Relations. Knowledge, understanding, interpretation, packaging and application of spatial data.
- DUTIES** : The incumbent will be expected to perform the following duties: Manage the facilitation and coordination of the development and implementation of disaster management plans at all levels of government including implementation of International Frameworks for Disaster Risk Reduction (DRR). Manage the facilitation and coordination of the development and implementation of disaster risk reduction (DDR) policies programmes and project at levels of government. Manage the facilitation of the integration and implementation of disaster risk reduction programs and initiatives into sector development planning (DRR mainstreaming within all organs of state across the three spheres of government. Manage the support to municipalities in integrating disaster management plans IDP's (DRR mainstreaming at municipal level). Manage the coordination of the process to integrate and implement national frameworks addressing climate change adaptation across sectors.
- ENQUIRIES** : Ms J Kolokoto Tel No: (012) 848 4616

APPLICATIONS : Applications must be submitted electronically via email to: recruit10@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 39/14 : **ASSISTANT DIRECTOR: PREPAREDNESS AND RESPONSE COORDINATION REF NO: PHA-27/27**

SALARY : R424 104 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year National diploma or a Bachelor's degree in Disaster Management/ Development Studies/ Environmental. Social Sciences or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in Disaster Risk Management. Proficiency in MS Project. Project. Driver's license and willingness to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Policy and legislation relevant to the disaster risk management function in South African and Internationally. The concept of disaster risk management for preparedness, response and recovery coordination. Policy and legislation relevant to funding arrangements for disaster risk management across organs of state for preparedness, response, and recovery coordination. Core p Project management methodologies. Provincial and Local Government environment. Core philosophy of disaster risk reduction and mainstreaming risk reduction into developmental Initiatives in particular the build-back-better principle. Project management methodologies. Provincial and Local Government environment. Intergovernmental Relations. Knowledge, understanding, interpretation, packaging, and application of spatial data.

DUTIES : The successful candidate will perform the following duties: Coordinate the development of national disaster response and recovery strategies, plans, and implement Standard Operating Procedure for response and recovery management efforts/systems. Coordinate the development and implementation on guidelines and templates on disaster damage assessments, classification, and declaration processes and construction and rehabilitation projects that incorporate the "Build Back Better" principle. Coordinate the development of national seasonal contingency plans to ensure seasonal hazards preparedness, response and recovery. Coordinate activation of the National Disaster Operation Centre during disaster response and recovery interventions. Coordinate the development and implementation of disaster mechanism for funding disaster management guidelines and frameworks.

ENQUIRIES : Ms M Pitso Tel No: (012) 848 4606

APPLICATIONS : Applications must be submitted electronically via email to: recruit6@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953

POST 39/15 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: PHA-28/27**

SALARY : R424 104 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year National diploma or a Bachelor's degree in Public Administration/Social Science or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related. Driver's license and willingness to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Advance Project Coordination skills. Advanced project/programme management development. Planning and organizing. Project/ Programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Develop, review, and implement district one plan. Develop, implement, and monitor Municipal Infrastructure projects. Monitor and report on Municipal Government,

ENQUIRIES
APPLICATIONS

Institutional Capacity and Compliance with legislation and regulations roll out of Community Work Programme.

: Ms N Njokweni Tel No: (012) 848 4714

: Applications must be submitted electronically via email to: recruit4@phakipersonnel.co.za For application enquiries contact Khomotso Molope Tel No: (011) 941 1953

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 17 November 2023, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPISA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

MANAGEMENT ECHELON

- POST 39/16** : **DIRECTOR: STORES SERVICES AND RELATED PAYMENTS REF NO: FMD/06/39/23/01**
 Division: Financial Management
 Chief Directorate: Accounting
 Directorate: Stores Services and Related Payments (Financial Administration)
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate (NQF 4) or equivalent plus a B Degree (NQF 7) in Accounting/Cost & Management Accounting/Financial Management/Management Accounting or Auditing. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>, submitted prior to finalisation of an appointment. A minimum of five (5) year experience at Middle Management level or equivalent in Financial Management. Added Advantage: Post graduate qualification in Accounting/Cost & Management Accounting/Financial Management/Management Accounting or Auditing field e.g. BCom (Hons), MBA, CIA or equivalent to (NQF 8). Special Requirements (Skills needed): Regulatory frameworks in the Public Service e.g. financial legislations, regulations, policies and other applicable legislations and regulations. Government financial, budgeting and procurement systems. The ability to understand, interpret and apply policy and specifically the policy and regulations in respect of cash, revenue, creditors as well as accruals. Analytical and innovative thinking ability. Proven ability to compile/draft and present effective financial

management reports. Demonstrate the capability to apply strategic management by interpreting higher level guidelines and comply an operational plan for the directorate. Display capabilities of negotiation, empowerment and evaluation of personnel under control. Be able to undertake some travelling depending on the need to inspect and do quality control in regional offices.

DUTIES : Manage creditor's payment administration services (suppliers, corporate and medical invoices) in accordance with Public Finance Management Act (PFMA) and Treasury Regulations (TR), related policy and prescript for the DOD. Manage a cost effective, professional revenue service to the DOD. Manage a cost effective, professional cash accounting service to the DOD. Manage a professional payroll deduction system and subsequent payment to the different institutions. Quarterly confirmation of correct face value documents administration. Provide verified inputs to the interim and annual financial statements. Respond to all audit findings and develop action plan thereof. Assist in reporting, investigating and following up of all finance related irregularities. Manage the budget of the directorate and monitor expenditure in line with financial requirements and the Directorate's objectives. Manage all resources under your responsibility including personnel, finances, accommodation and equipment. Carry out any financial administration task associated to the post of DSSRP.

ENQUIRIES APPLICATIONS : Mr NS Makhani Tel No: (012) 392 2349
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the Division. Preference will be given to African males and Persons with Disabilities. Please use reference number not post number.

OTHER POSTS

POST 39/17 : **DEPUTY DIRECTOR: POLICY, RESEARCH AND TECHNICAL ANALYSIS**
REF NO: CDCAC/43/39/23/01
Division: Defence Policy, Strategy & Planning
Chief Directorate: Conventional Arms Control

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive salary package)
: Defence Headquarters Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with a recognised Bachelor's Degree (NQF L7) in Engineering as recognised by SAQA. A minimum of five (5) years' experience and three years. In that five (5) years you must be three (3) years' experience as a supervisor in Junior Management level at Policy environment. Research and Technical Analysis and Conventional Arms Control system is required. Honours (NQF L8) in Engineering will be an added advantage. Special Requirements (Skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Good communication skills (written and verbal), ability to act with tact and discretion and good presentation skills. Knowledge of Departmental policies and procedures. Knowledge of Conventional Arms Control, knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct Analytical and innovative thinking ability as well as problem solving skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : The successful candidate will be responsible to ensure policy research, formulation, monitoring and evaluation. Develop Benchmarks against other International Arms Control systems. Provide advice on Emerging Policy issues. Develop Internal Policy procedures. Provide Technical Analysis and Classification of Armaments. Ensure Compliance with Wassennar Arrangement (WA). Serve to interface with the Technical Support Group. Ensure the development of internal procedures for technical analysis of items and products.

ENQUIRIES : Ms A.S. Marsh Tel No: (012) 355 6133

- APPLICATIONS** : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria where it must be placed in the box at the reception.
- POST 39/18** : **DEPUTY DIRECTOR: SECRETARIAL SERVICES REF NO: CDCAC/43/39/23/02**
Division: Defence Policy, Strategy & Planning
Chief Directorate: Conventional Arms Control
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary package)
: Defence Headquarters Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with a recognised Bachelor's Degree/Advanced National Diploma (NQF L7) in Public Management or Public Administration as recognised by SAQA. A minimum of five (5) years' experience in Conventional Arms Control. In that five (5) years you must be three (3) years' experience as a supervisor in Junior Management level in Conventional Arms Control. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct. Special Requirements (Skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct. Good communication skills (written and verbal). Ability to act with tact and discretion and good presentation skills. Knowledge of Departmental policies and procedures. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct. Accountability and ethical conduct. Analytical and innovative thinking ability as well as problem solving skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : The successful candidate will be responsible to ensure preparation of the monthly National Conventional Arms Control Committee (NCACC) agenda items on the basis of new and pending matters. Ensure the preparation of books to be considered by the NCACC and the Scrutiny Committee. Ensure distribution of agenda and books for the Scrutiny Committee. Liaise with members of the Scrutiny Committee and the NCACC to inform about meeting and confirm attendance. Attend NCASS and Scrutiny Committee meetings and take minutes. Liaise with various departments, relevant organization and Defence industry about meetings and decisions of the NCACC. Make follow-ups on Scrutiny Committee and NCACC issues arising out of the meeting. Draw up the NCACC and Scrutiny Committee schedule for the year. Maintain the NCACC decisions on IT database and ensure that originally signed copies of the minutes are properly secured in line with relevant security classification.
- ENQUIRIES APPLICATIONS** : Ms A.S. Marsh Tel No: (012) 355 6133
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria where it must be placed in the box at the reception.
- POST 39/19** : **DEPUTY DIRECTOR: RISK MANAGEMENT: PERFORMANCE MONITORING AND CONTROL REF NO: DPSP/45/39/23**
Division: Defence Policy Strategy and Planning
Directorate: Risk management
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary package)
: Erasmuskloof, Pretoria
: Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma (NQF Level 7) in Commerce (Risk Management/ Accounting/ Finance/Auditing/ Economics) or relevant qualifications. Minimum of 5 year Experience, of which 3 years should be at a supervisory (Assistant Director Level) experience. Relevant experience in Performance Monitoring and Control, Relevant experience in Risk Management. Special Requirements (Skills needed): Language proficiency in English (verbal and written) communication skills. Competency in numeracy skill, literacy skill, computer skills (MS Word, PowerPoint, and Excel), Initiative and analytical thinking

skills, Interpersonal skills. Competency in project management, financial management and strategic planning. Knowledge of risk management best practices, government policies, departmental policies, departmental decisions and activities, as well as inter-departmental activities. Basic knowledge of public finance legislation and regulations. Knowledge wrt strategic planning and risk management within government. Knowledge of planning and organising. Knowledge in managerial skill, HR skill and work performance skill. Relevant training in policy and planning, strategic management. Ability to work independently and orientated towards teamwork. Ability to work accurately under pressure and travel when required. Ability to conduct research, and facilitate risk management training and risk assessment workshops. Strongly oriented towards delivering effective, efficient services and aiming zero defects. Strongly motivated leader with good leadership qualities. Be in possession of, or able to obtain a DOD secret clearance prior to the approval to the approval of a permanent appointment. Candidate in possession of a confidential clearance will be recommended but must be able to obtain a confidential clearance within period of one (1) year.

- DUTIES** : A successful candidate will be responsible to perform the following core functions: Execute performance, monitor and control. Participate in the development of review and implementation of the risk management framework, incorporate inter alia risk management policy, risk management strategy, risk management implementation plan, risk identification and assessment methodology, risk appetite and tolerance, and risk classification. Promote and institutionalise risk awareness culture and compliance in the Department of Defence (DOD), facilitate collective risk management awareness, provide quality and timely support to management. Provide training and facilitate enterprise risk management (ERM) sessions to improve level of awareness in the Services and Divisions. Monitor and report on the accuracy and timeous risk management information. Develop ERM instructions and reports. Develop and update Department of Defence (DOD) Risk Register. Conduct ERM, monitor, evaluate and report bmo, evaluating risk management data and monitor the implementation of risk management action plans. Report on corrective actions, disseminate findings, and identify new risks emanated from departmental performance reports and environmental analysis. Evaluate the departmental risk management programme. Participate in the Institution's structures to coordinate risk management activities. Provide administrative support to the risk management structural committees. Update and consolidate departmental risk management information and report to the relevant management bodies/councils. Internal manage Sub-Directorate. Participate in compiling strategic business plan of the directorate. Conduct personnel performance assessments. Engage in the process of disposing allocated resource.
- ENQUIRIES** : Ms Y.N. Mokohe Tel No: (012) 355 5784 or Mr S.J. Nkosi Tel No: (012) 355 6269
- APPLICATIONS** : Department of Defence, Defence Policy, Strategy and Planning Division, Chief Directorate Strategic Management, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be in the box at the reception.
- POST 39/20** : **ASSISTANT DIRECTOR: RESEARCHER POLICY DEVELOPMENT REF NO: DFSC/42/39/23**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: DFSC Office Kasteel Park, Erasmuskloof, Pretoria
: Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree (NQF Level 7) with Research Methodology subject. Minimum of three years (3) experience and in policy research, with particular reference to conditions of service. The successful candidate must have a valid driver's license and be willing to travel locally and abroad with as directed by the Commission. Special requirements (Skills needed): Ability to apply sound research methodology and project management principles in policy development is a prerequisite. Sound understanding and ability to interpret relevant Acts, Regulations, Policies, Frameworks and Guidelines pertaining to conditions of service, policy development, monitoring and evaluation. Execute research programmes. Conceptual thinking and problem solving, Report writing (Written and verbal communication). Computer skills (MS Excel, MS Word and Internet),

- Negotiation skills, Networking, Good interpersonal relationship skills and Project Management.
- DUTIES** : The successful candidate will be Reporting to the Deputy Director Operational Support and responsible to perform the following core functions: Develop terms of reference for conditions of service research projects, as directed by the Commission. Conduct research and analysis on mandated conditions of service projects. Conduct thorough benchmarking and validation in developing research outputs. Ensure effective engagement with all relevant stakeholders in the development of research products. Conduct continuous monitoring, evaluation, review, and benchmarking of South African National Defence Force conditions of service and develop recommendations in this regard. Draft professional reports on all conditions of service research outputs.
- ENQUIRIES APPLICATIONS** : Mr Z.R. Munyai Tel No: (012) 367 9340
: Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.
- NOTE** : All the short-listed candidates will undergo a competency test.
- POST 39/21** : **SENIOR ADMINISTRATION OFFICER: CONTRACTING & MARKETING**
REF NO: CDCAC/43/39/23/03
Division: Defence Policy, Strategy & Planning
Chief Directorate: Conventional Arms Control
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08), (all-inclusive salary package)
: Defence Headquarters Erasmuskloof, Pretoria
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma/Higher Certificate (NQF 5/6). A minimum of three years (3) years' experience in Conventional Arms Control is required. Special Requirements (Skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, sound organisational skills/events management, excellent interpersonal skills. High level of reliability. Must be able to obtain a confidential security clearance within a year. Good communication skills (written and verbal), ability to act with tact and discretion and good presentation skills. Knowledge of Departmental policies and procedures. Knowledge of Conventional Arms, Knowledge in Client. Services Analytical and innovative thinking ability as well as problem solving skills.
- DUTIES** : The successful candidate will be responsible to perform the following core functions: Ensure policy research, formulation, monitoring and evaluation. Develop Benchmarks against other International Arms Control systems. Provide advice on Emerging Policy issues. Develop Internal Policy procedures. Provide Technical Analysis and Classification of Armaments. Ensure Compliance with Wassenaar Arrangement (WA). Serve to interface with the Technical Support Group. Ensure the development of internal procedures for technical analysis of items and products.
- ENQUIRIES APPLICATIONS** : Ms A.S. Marsh Tel No: (012) 355 6133
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria where it must be placed in the box at the reception.
- POST 39/22** : **SENIOR STATE ACCOUNTANTS (X10 POSTS)**
Division: Finance Management
Chief Directorate: Budget Management
- SALARY CENTRE** : R359 517 per annum (Level 08)
: Def Sec FMO, FMD FMO, Ref No: FMD/06/39/23/2A, Pretoria
: Def Sec FMO, DPSP Div FMO, Ref No: FMD/06/39/23/2B, Pretoria
: Def Sec FMO, DEISM FMO, Ref No: FMD/06/39/23/2C, Pretoria
: J Ops Bud Man, Interns Ops, Ref No: FMD/06/39/23/2D, Pretoria
: J Ops Bud Man, Fin Off Div HQ, Ref No: FMD/06/39/23/2E, Pretoria
: J Ops Bud Man, UN Ops, Ref No: FMD/06/39/23/2F, Pretoria
: SA Navy Budget Man Office, Ref No: FMD/06/39/23/2G, Pretoria
: Fleet Cond Bud Man, Ref No: FMD/06/39/23/2H, Simons Town
: Corporate Staff FMO, CMIS, Ref No: FMD/06/39/23/2I, Pretoria
: SA Air Force, Heli Sys GP Bud Off, Ref No: FMD/06/39/23/2J, Pretoria

- REQUIREMENTS** : Grade 12 (NQF 4) or equivalent certificate plus a three-year B degree or National Diploma in Finance / Accounting/Internal Auditing. A minimum of three (3) years' experience within budget management environment in a post of Finance Clerk Supervisor (Level 7) or equivalent level. Special Requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management essential. Knowledge of Departmental Financial Management system (FMS)/any other financial systems, report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Auditing, Risk Management, Costing and Occupational Health and Safety (NOSA) and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required.
- DUTIES** : Provisioning of a financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the FMS (mainframe) service to area of responsibility. Ensure compliance to delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium-Term Expenditure Framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice to area of responsibility. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities. Ensure compliance in own workspace. Take minutes wrt financial management proceedings and appointments.
- ENQUIRIES** : Mr L Nagel Tel No: (012) 355 5807
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian males, Indian females, Coloured males and Persons with disabilities to all provinces.

POST 39/23 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: FMD/06/39/23/03**
Division: Financial Management
Chief Directorate: Financial Services
Directorate: Finance Support Service

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Finance ETD Centre, Thaba Tshwane, Pretoria
: Grade 12 certificate or equivalent certificate plus B Degree or three year National Diploma in Human Resource Development, Human Resource Management, Public Administration or related qualifications with a minimum of 3 years working experience on post level 7 or equivalent executing training and development administration or HRD functions. A valid RSA or Military drivers' licence. Added advantage: training and development certificates, post graduate qualification. Special Requirements (Skills needed): Computer literate. Knowledge of PERSAL / PERSOL or any other financial systems. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, etc. Excellent verbal and written communication skills, work independently and in a team, work under pressure, make presentations, interact with other stakeholders and maintain discipline. Training and development regulations, policies and directives.

DUTIES : General HRD/ETD functions. Coordinate and facilitate various training programs, e.g. NSG programs; skills audit; administration of bursaries; administration of development programs, e.g. skills training courses; training and development plans, e.g. HRD plans, WSP, etc, functional /internal training programs, e.g. presenting internal finance courses, training and development administration functions, e.g. process training transactions on PERSOL or PERSAL, etc, general administration functions, e.g. budgeting and procurement activities for the Centre, etc; administrate physical resources, i.e. training equipment, etc. Attend meeting as or when required. NOTES: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian males, Indian females, Coloured males and Persons with disabilities to all provinces.

ENQUIRIES APPLICATIONS : Ms M. Wehl Tel No: (012) 674 4740/41/45
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number.

POST 39/24 : **FINANCE CLERK: SUPERVISOR REF NO: FMD/06/39/23/04 (X2 POSTS)**
Division: Financial Management
Chief Directorate: Financial Services
Directorate: Finance Support Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Fin ETD Centre, Thaba Tshwane, Pretoria
: Grade 12 certificate (NQF 4) or equivalent plus B Degree/ three year National Diploma in Human Resource Development, Human Resource Management, Public Administration, and related qualifications with a minimum of two (02) years' experience performing supporting duties on post level 5/6 or equivalent regarding training administration functions or Grade 12 certificate with a minimum of three (03) years' experience performing supporting duties on post level 5/6 or equivalent regarding training administration functions. A valid RSA/Military drivers' licence. Added advantages: MS Office packages certificate for excel and word. Knowledge of FMS or BAS and any other financial system. Special Requirements (Skills needed): Knowledge of PERSAL or PERSOL or any other financial systems. Knowledge of the PSA, PSR, PFMA, ETD policies. Computer literacy (MS Office packages). Good verbal and written communication skills, work in a team or independently, able to do routine work, work accurately under pressure.

DUTIES : Perform duties regarding the following: Administration and approval of system transactions relating to training, e.g. check and verify source documents, assist in administrating and reporting on training duties, e.g. providing training

statistics, participate in duties regarding training boards, e.g. bursary board, skill training board, IQC board, procurement of goods and services for the training environment, administration and safeguard of records and stock within ETD Centre (inventory, procurement, registry). General administration functions, e.g. compiling and capturing data, providing statistics, contribute in the budget planning, supervise subordinates, e.g. regarding workflow, training and discipline, etc, auxillary duties, e.g. tasks regarding OHS, etc.

- ENQUIRIES** :
- APPLICATIONS** : Ms M. Wehl Tel No: (012) 674 4740/41/45
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Please use reference number not post number. Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian males, Indian females, Coloured males and Persons with disabilities to all provinces.
- POST 39/25** : **CHIEF ACCOUNTING CLERKS (X5 POSTS)**
: Division: Finance Management
: Chief Directorate: Budget Management
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Pretoria:
: MHS Bud Man, Base Supp BMO Ref No: FMD/06/39/23/5A
: MHS Bud Man, Command Div Ref No: FMD/06/39/23/5B
: MH Training Formation Budget Office Ref No: FMD/06/39/23/5C
: SA Army Artillery Formation Ref No: FM D/06/39/23/5D
: Corporate Staff, MP Div FMO (Bloemfontein) Ref No: FMD/06/39/23/5E
- REQUIREMENTS** : Grade 12 certificate (NQF 4) or equivalent plus a three-year B degree/National Diploma in Finance / Accounting with a minimum of two (2) years' experience within budget management environment in a post of Finance Clerk (Level 5) or equivalent, or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years' experience within budget management environment on a post level 5 or equivalent. Special Requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management essential. Knowledge of Departmental Financial Management system (FMS)/any other financial system, report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Costing and Occupational Health and Safety (NOSA) and Supply Chain Management will be an advantage.
- DUTIES** : Provisioning of a financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the FMS (mainframe) service to area of responsibility. Ensure compliance to delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium-Term Expenditure Framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice to area of responsibility. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in

area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Take minutes and recordkeeping for relevant meetings and discussions. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

- ENQUIRIES** : Mr L. Nagel Tel: (012) 355 5807
- APPLICATIONS** : must be submitted to Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian. Please use reference number not post number.
- POST 39/26** : **ACCOUNTING CLERKS (X9 POSTS)**
Division: Finance Management
Chief Directorate: Budget Management
- SALARY CENTRE** : R202 233 per annum (Level 05)
: J Ops Bud Man, Interns Ops Ref No: FMD/06/39/23/6A Pretoria
: J Ops Bud Man, Fin Off Div HQ Ref No: FMD/06/39/23/6B Mpumalanga
: Corp Staff FMO, MP Div FMO Ref No: FMD/06/39/23/6C, Pretoria
: SA Army Bud Man, Command Div Ref No: FMD/06/39/23/6D, Pretoria
: Fleet Comd Bud Man, Command Div, Ref No: FMD/06/39/23/6E, Simons Town
: Corp Staff FMO, Log Div FMO, Ref No: FMD/06/39/23/6F, Pretoria
: Air Comd Budget Management, Technical Supp Sys Gp BMO, Ref No: FMD/06/39/23/6G, Pretoria
: MHS, Budt Man, Area MH Form BO, Ref No: FMD/06/39/23/6H, Pretoria
: SA Army Infantry Formation AM, Ref No: FMD/06/39/23/6I, Pretoria
- REQUIREMENTS** : Grade 12 (NQF 4) certificate or equivalent with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special Requirements (Skills needed): Basic communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) essential. Knowledge of Departmental Financial Management system (FMS)/any other financial systems, report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Costing and Occupational Health and Safety (NOSA) and Supply Chain Management.
- DUTIES** : Provisioning of a budget management service for the medium term expenditure framework (MTEF). Assist and participate in the process to develop the Annual Performance plan financial management guidelines. Assist in providing an expenditure and revenue budget control service in area of responsibility. Provide administrative Financial Management System Budget Control functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve al financial management documentation for audit. Taking minutes and recordkeeping for relevant meetings and discussions. Reproduction of all financial management documentation. Distribution of office documentation. The administering of allocated resources. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

- ENQUIRIES** : Mr L. Nagel Tel No: (012) 355 5807
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, white males, Indian males, Coloured females and Coloured males and Persons with Disabilities. Please use reference number not post number
- POST 39/27** : **PERSONNEL OFFICIAL: PRODUCTION REF NO: WOACAD/49/39/23**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Warrant officer's Academy, Wonderboom, Pretoria
- REQUIREMENTS** : Minimum requirements of Grade 12 certificate (NQF L4) or equivalent. Special Requirements (Skills needed): Ability to communicate verbally and in writing. Good interpersonal skills, Knowledge of Human Resource prescripts. Computer literacy in MS office (Word, Excel, PowerPoint and Access). A valid driver's licence would be an advantage.
- DUTIES** : Assist with leave administration. Milqual admin (courses). Housing Administration. Personnel Movement Administration. Administration of Termination of service. Operate office machines. Receive and register hand delivered mail and files.
- ENQUIRIES** : WO1 L.A. Rikhotso Tel No: (012) 529 0537 or SSgt S.T. Mashilo Tel No: (012) 529 0534
- APPLICATIONS** : Department of Defence, Warrant Officers' Academy Wonderboom, Private Bag X 01 Doornpoort, 0017.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms D Kgosana / Ms. NW Mathibela, Human Resources Tel No: (012)748 6277 / (012) 748 6297
- CLOSING DATE** : 13 November 2023 (16:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant) and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

INTERNSHIP PROGRAMME FOR THE YEAR 2024/2026**OTHER POSTS**

- POST 39/28** : **MANAGEMENT ACCOUNTING AND BUDGETING: BUDGETS REF NO: GPW 23/01 (X1 POST)**
- STIPEND** : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma or Degree in Finance Reporting/Budgeting.
- ENQUIRIES** : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294
- POST 39/29** : **CONTRACT PRINTING REF NO: GPW 23/02 (X2 POSTS)**
- STIPEND** : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma or Degree in Supply Chain Management.
- ENQUIRIES** : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294
- POST 39/30** : **CONTRACT MANAGEMENT REF NO: GPW 23/03 (X2 POSTS)**
- STIPEND** : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma or Degree in Supply Chain Management.
- ENQUIRIES** : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/31 : **OFFICE OF THE CFO REF NO: GPW 23/04 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Office Management/ Public Management or related field.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/32 : **OFFICE OF THE CFO REF NO: GPW 23/05 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Accounting/Finance.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/33 : **FINANCIAL SERVICES: DEBTORS REF NO: GPW 23/06 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Finance/Accounting.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/34 : **SUPPLY CHAIN MANAGEMENT: SOURCING REF NO: GPW 23/07 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Supply Chain management/Logistics.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/35 : **SUPPLY CHAIN MANAGEMENT: TENDERS REF NO: GPW 23/08 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Supply Chain Management/Logistics.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/36 : **SUPPLY CHAIN MANAGEMENT: ASSET MANAGEMENT REF NO: GPW 23/09 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Supply Chain Management/Asset Management/Accounting.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/37 : **OFFICE OF THE CEO REF NO: GPW 23/10 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Public Administration/Public Management/Office Administration/Office Management/Finance.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/38 : **ENTERPRISE RISK MANAGEMENT REF NO: GPW 23/11 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Risk Management/Internal Audit.
ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/39 : **COMMUNICATIONS: GRAPHIC DESIGN REF NO: GPW 23/12 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree Graphic Design/Graphic Arts or related qualification.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/40 : **INTERNAL AUDIT REF NO: GPW 23/13 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Internal Audit/Information Systems Auditing.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/41 : **STRATEGY, PLANNING AND MONITORING: MONITORING REF NO: GPW 23/14 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Business Administration/Business Management/Public Administration/Public Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/42 : **STRATEGY, PLANNING AND MONITORING: PLANNING REF NO: GPW 23/15 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Business Administration/Business Management/Public Administration/Public Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/43 : **SECURITY MANAGEMENT: PROTECTION SECURITY REF NO: GPW 23/16 (X4 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Security Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/44 : **SECURITY MANAGEMENT: SECURITY ADMINISTRATIONS AND COORDINATION REF NO: GPW 23/17 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Security Management/Public Management/Business Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/45 : **HUMAN RESOURCES: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: GPW 23/18 (X2 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Production Management/Operations Management/Management Services.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/46 : **HUMAN RESOURCES: TALENT MANAGEMENT REF NO: GPW 23/19 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Human Resource Management/Human Resources Development/Management of training.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/47 : **HUMAN RESOURCES: HR REF NO: GPW 23/20 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Public Administration/Public Management/Office Administration/Office Management.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/48 : **HUMAN RESOURCES: EMPLOYEE HEALTH AND WELLNESS Ref NO: GPW 23/21 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Psychology/Social Work/Social Sciences. Registration with HPCSA/SACSSP/EAPA will be an added advantage.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/49 : **HUMAN RESOURCES: EMPLOYEE RELATIONS REF NO: GPW 23/22 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Labour Relations.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/50 : **INFORMATION COMMUNICATION TECHNOLOGY: ICT SUPPORT REF NO: GPW 23/23 (X3 POSTS)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Information Technology/Computer Science/Computer Systems/System Development.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/51 : **INFORMATION COMMUNICATION TECHNOLOGY: APPLICATION SUPPORT REF NO: GPW 23/24 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Information Technology/Computer Science/Computer Systems/System Development.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

POST 39/52 : **INFORMATION COMMUNICATION TECHNOLOGY: INFRASTRUCTURE SUPPORT REF NO: GPW 23/25 (X1 POST)**

STIPEND : R7 043.31 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum of a three (3) year National Diploma/Degree in Information Technology/Computer Science/Computer Systems/System Development.

ENQUIRIES : Mr K Molaba Tel No: (012) 764 3947/ Ms M Molebale Tel No: (012) 748 6294

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- CLOSING DATE APPLICATIONS** : 10 November 2023 at 12pm
 : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

MANAGEMENT ECHELON

- POST 39/53** : **TEAM LEAD: JOBS FUND REF NO: G04/2023 (X2 POSTS)**
 24 Months Fixed Term Contract
- SALARY** : R1 162 200 per annum (Level 13), (all – inclusive package). PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE REQUIREMENTS** : Pretoria
 : Bachelor's Degree/Advanced Diploma (NQF 7) in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field. NQF level 7 qualification or internationally recognized certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Fund Management, or related field would be advantageous. At least 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle management position. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Change Leadership - The ability to deliver the message of change in both words and actions and motivate people to

change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing - Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives Organisational Awareness - The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management - Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Client Orientation - Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients Problem Solving and Analysis - Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Resilience - Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning - Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation- Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation- Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Economic Development-Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/structured finance/ Grant Management- Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the

primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. Policy Development, Management and Dissemination- Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management- Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management- Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact evaluation- Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of funding round incl. Application, Appraisal and Approval -. Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria; Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline; Select high-impact projects aligned to a term sheet, JF policies and knowledge outcomes; Provide quality assurance on allocated projects including administration support related to projects i.e., decision records, minutes, etc and support staff and applicants. Contracting - Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs); Support the contracting process through training, negotiations and preparation/ quality assurance of contracting documentation; and implement effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring- Provide input at project monitoring committees (Project Implementation Review Meeting (PIRM)); Participate in the finalisation of Project Close-out Reports (PCR) and Post Implementation Monitoring Reporting Meetings etc; Participate in the design and implementation of the Year-End Review (YER) process and communicate and manage audit logs in the Project Management Unit (PMU) and participate in the finance processes and the preparation of documentation such as secondary bank accounts and surplus documentation. Relationship Management - Implement the relationship management mandate for the Jobs Fund; Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders; Provide oversight/ manage intermediaries and Develop governance frameworks and manage the implementation thereof. Knowledge harvesting and sharing- Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs), Brown bags and Project Close -Out Reports; Assist with project evaluation work and draft analytical pieces for the Jobs Fund and conduct independent research on active labour market policies and interventions. Talent Management- Assess staff skills gaps & align unit training plan to skills gaps; Deepen the skills and capacity of the team; Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and create a high-performing team; Manage resources and balancing work allocations; Assess staff performance throughout the financial year and organise and manage staff events. Strategy Implementation and Risk Management- Implement the disbursement strategy and identify opportunities for improvement; Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact; Review and update the Jobs Fund Operating Guidelines, Standard Operating Procedures on an ongoing basis; Provide input into the strategic planning processes of the Jobs Fund and adopt strategic projects and drive for better co-ordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc); Provide support for the development, assessment, and management of project improvement plans; Adherence to disbursement timelines and process as per the Disbursement Framework; Contribute to the development of the risk management framework for the Jobs Fund; Lead the implementation of strategic assignments including the establishment of new programmes and provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

ENQUIRIES

: Kaizer Malakoane at (066) 250 7072 Email: Kaizer.malakoane@gtac.gov.za

<u>POST 39/54</u>	:	<u>TECHNICAL FINANCE SPECIALIST: JOBS FUND REF NO: G17/2023</u> 24 Months Fixed Term Contract
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all – inclusive package). PSR 44 will apply to candidates appointed in the Salary Level
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF Level 7) in Accounting/Finance/Auditing or a related field. A postgraduate qualification will be an added advantage. Minimum of 10 years' experience in financial reporting, auditing, and financial analysis. Experience in appraising, negotiating and closing project finance and Corporate Finance transactions. At least 5 years of middle management experience. Public sector and grant management experience will be an added advantage. The incumbent must have strong auditing and/or accounting background, credit and risk analysis skills. Must be able to comprehensively analyse financial statements, and other financial reports. Must understand risk and internal controls. Must be able to independently conduct financial models, budget reviews and analysis. Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations and GRAP). Competencies Required: Client Service Orientation – Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Concern for Quality and Order - Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication - Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence - Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Resources Planning -Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Integrity/ Honesty - Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Policy Development and Management - Knowledge of GTAC-related legislation, the legislative process, and public affairs as it pertains to GTAC, Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Administrative Operations - Knowledge, capabilities, and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement, and financial management. Data Analysis - Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Development Financing - Knowledge of development financing approaches and methods including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development - Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Government Knowledge - Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management - Grant Management.

Legislative knowledge - Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and services delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Systems Thinking- Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Computer Literacy - Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (Office, internet, email). Valuing Diversity - Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. Vision and Purpose - Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values.

DUTIES

: Financial Appraisals and Portfolio Reports: Analysis of Corporate Financials and other relevant reports. Appraising new investment proposals (due diligence) and opportunities. Commercial analysis, financial model analysis, risk and institutional analysis. Preparing appraisal reports for submission and present the reports for consideration and approval at various committees. Negotiation of financial aspects of approved projects. Preparing disbursement request reports for submission. Oversee disbursements to approved projects as well as monitor project progress post-investment. Prepare complex financial reports as mandated by the immediate supervisor. Assist staff in compiling data and interpreting legislated financial reporting requirements and regulations. Review and verify financial information. Prepare various portfolio reports as required. Provide support to Fund-specific business case submissions to Public Finance. Cost Analysis: Determine appropriate levels of project costs by establishing standard costs benchmarked with market data. Assessment of project financial status by comparing and analysing actual results with plans and forecasts. Enhance the cost analysis process by establishing and enforcing policies and procedures. Provision of trends and forecasts at project and portfolio-level as required. Provide an explanation on processes and techniques and recommend actions. Improve financial status by analysing results and monitoring variances. Identifying trends in financial performance and providing recommendations for improvement. Recommends actions by analysing and interpreting data and making comparative analyses. Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Accounting and Compliance- Analysing current and past financial data and performance at project and portfolio level as required. Review Jobs Fund policies for alignment with Governance Frameworks and accounting standards. Identifying trends in financial performance and providing recommendations for improvement. Coordinate with other members of the finance team to review financial information and forecasts. Review financial models and budget projections at project and portfolio level as required. Evaluate projects expenditures against Jobs Fund value-for-money frameworks. Auditing: Examines financial data which include bulk payroll data for validity, accuracy, and completeness. Audits documents submitted for payment for compliance with Jobs Fund guidelines. Assists Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Prepares and maintains mandated documents as required. Conduct verification checks on submitted financial information, including reviewing payment system exception reporting. Facilitate effective management of the project audit process including resolution of key audit findings at project and portfolio level. Stakeholder Management: Maintain communication with Jobs Fund Partners and other key stakeholders regarding financial matters. Motivate and provide support to project teams to achieve their targets. Provide technical support to Jobs Fund staff and other stakeholders. Represent the Jobs Fund at various committees, events and forums as assigned. Maintain relationships with all Contracted Intermediaries to ensure sound risk management at the project-level and overall portfolio-level. Risk Management: Provide strategic inputs into the development of strategies to mitigate finance and performance risk in the project portfolio. Support the development of appropriate strategies to reduce fund performance risk. Keep abreast with external events outside of the Fund and

their impact on the Fund at project and portfolio level. Monitoring current projects including risk reporting status, progress updates, and identifying areas that require corrective actions. Prepare appropriate inputs into the Fund's overall risk reporting obligations. Represent the Jobs Fund at various Risk committees as assigned. Assist Jobs Fund Partners in co-creating sufficient mitigations in identified risks as required.

ENQUIRIES

: Kaizer Malakoane at (066) 250 7072 Email: Kaizer.malakoane@gtac.gov.za

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

APPLICATIONS : All applications should be posted to: Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700 or emailed to hrrecruitment@malutitvet.co.za. Please quote the relevant reference number on the subject line for emailed applications. No faxed applications will be accepted.

CLOSING DATE : 17 November 2023 @13:00

NOTE : Applications must be submitted on a new Z83 form (effective from 01 January 2021) 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. With reference to DPSA Circular 19 of 2022, the Z83 form must be signed, initialed and dated. Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. 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. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. 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. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

OTHER POSTS

POST 39/55 : **LABOUR RELATIONS OFFICER** **REF** **NO:**
MALUTITVET/LRO/CORP020/2023
College Appointment: 1 year contract

SALARY : R294 321 per annum (Level 07)

CENTRE : Corporate Office (Bethlehem)

REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. A recognised National Diploma/Degree in Labour Relations/Employment Relations/Labour Law/Human Resource Management or relevant qualification. 2-3 years experience in Labour Relations/Human Resource Management environment or related field. Recommendation: Unendorsed Valid Drivers License. PERSAL Introduction certificate. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of bargaining process and dispute resolutions. Sound knowledge of Labour Relation statutes. Knowledge and understanding of bargaining process and dispute resolutions. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Communication and

		interpersonal. Problem solving. Computer literacy. People management. Conducting Investigations. Presentation skills.
<u>DUTIES</u>	:	Facilitate the implementation of labour relations guidelines and processes. Facilitate the resolution of disciplinary cases, grievances and dispute processes. Facilitate misconduct case processes. Facilitate the implementation of collective bargaining and dispute resolutions. Represent the employer and facilitate the implementation of litigation outcomes. Promote sound employment relationships. Capture and update PERSAL and database on grievance, disputes, misconduct and collective bargaining.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: (058) 303 1732
<u>POST 39/56</u>	:	<u>PROJECT CO-ORDINATOR NATIONAL SKILLS FUND & SPECIAL PROJECTS REF NO: MALUTITVET/PC/KWE021/2023</u> College Appointment: 3 Years Contract (Re-advertisement). Applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Kwethlisoeng Campus (Phuthaditjhaba) National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. 3-year recognised National Diploma/Degree (NQF 6) in Project Management/Business Management/Administration/Financial Management or relevant qualification. Minimum of two years experience working on projects. Minimum of three years experience in working with SETAs. Recommendation: Unendorsed Valid Driver's Licence. Computer literacy. Leadership, management, and project management skills. Good communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.
<u>DUTIES</u>	:	Planning, overseeing, and leading the NSF projects from commencement through to completion. Interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Coordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: (058) 303 1732
<u>POST 39/57</u>	:	<u>HR REGISTRY CLERK REF NO: MALUTITVET/RC/CORP022/2023</u> College Appointment: 6 Months Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Corporate Office (Bethlehem) National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. A recognised National Diploma/ Degree in Human Resource Management or relevant qualification. 1-2 years experience in registry services. Recommendation: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of disposal procedure. Skills: Reading. Confidentiality. Good verbal and written communication. Records Management.
<u>DUTIES</u>	:	Render an effective filing and record management services in HR Registry. Open and close files according to record classification system. Safeguard of documents, post and files. Complete data records of all different files in HR Registry. Draw and issue personal files to HRM&D personnel (monitor outstanding files according to control file). Open and close file volumes for employees in the College. Conduct physical search for files that were out of the registry for longer than 5 days. Remove files of officials whom terminated

service (close file and place exit document on file and move file to relevant storage e.g. Termination registry. File documents on relevant Personnel File, Leave file and/or Housing file. Comply with relevant regulatory, internal and external compliance requirements. Keep up to date with compliance and regulatory requirements. Ensure employee Housing, new banking details and/or improving of qualification are submitted to DHET for processing and scanned on the NGN system. Administration of employee medical aid. Liaise with clients on matters related to employee information.

ENQUIRIES

:

Ms TP Mathipe Tel No: (058) 303 1732

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : **KwaZulu Natal:** (Independent Police Investigative Directorate Private Bag X54303 Durban 4000 hand deliver to 3rd Floor The Marine Building 22 Dorothy Nyembe Street Durban.
Western Cape: Independent Police Investigative Directorate, Private Bag X43, Bellville 7535 or hand deliver to Fintrust Building, 1st Floor, Corner Mazzur & Petrusa Str. Bellville.
Eastern Cape: Independent Police Investigative Directorate, Private Bag X 9085, East London, 5200 or hand deliver to 3-33 Waverly Office Park, Phillip Frame Road, Chislehurst, East London.
- FOR ATTENTION** : KwaZulu Natal: Ms M Buthelezi Tel No: (031) 310 1300
 Western Cape: Ms N Matintela Tel No: (021) 941 4800
 Eastern Cape: Ms S Mpotsha Tel No: (043) 707 7200
- CLOSING DATE** : 10 November 2023
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialed new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

- POST 39/58** : **NETWORK CONTROLLER (X3 POSTS)**
 (12 Months Contract)
- SALARY** : R241 485 per annum (Level 06), plus 37% in lieu of benefits

<u>CENTRE</u>	:	KwaZulu Natal Ref No: Q9/2023/46 (X1 Post) Western Cape Ref No: Q9/2023/47(X1 Post) Eastern Cape Ref No: Q9/2023/48 (X1 Post)
<u>REQUIREMENTS</u>	:	NQF 6 Qualification, as recognised by SAQA in Information Technology. Driver's license. 3-5 years IT Network and Service Desk Management experience. Knowledge requirements: Knowledge of IT networks and desktop software and components. Knowledge of server software and hardware, Knowledge of hardware configurations. Skills and competencies: Technical problem solving skills, communication and interpersonal skills, basic numeracy skills, basic driving skills, basic operating of equipment skills, basic language skills, intermediate computer programming skills and project management skills.
<u>DUTIES</u>	:	Perform network troubleshooting to isolate and diagnose common network problems. Upgrade network hardware and software components as required. Install, upgrade and configure network printing, right, security and software on files servers. Establish network users, user environment, directories and security for installed networks. Monitor network performance and security. Provide user support service (Help Desk Services). Undertake technical repairs of IT equipment and perform network backups and store safely.
<u>ENQUIRIES</u>	:	KwaZulu Natal: Mr S Ndlovu Tel No: (031) 310 1300 Western Cape: Ms D Laphi Tel No: (021) 941 4800 Eastern Cape: Ms N Quvile Tel No: (043) 707 7200

**WORK INTEGRATED LEARNING: GRADUATE INTERNSHIP PLACEMENT PROGRAMME
01 JANUARY 2024 – 31 DECEMBER 2025**

The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications.

<u>CLOSING DATE</u>	:	10 November 2023
<u>NOTE</u>	:	Direction to apply: Applications must be submitted on a new Z83 form (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement.

OTHER POSTS

<u>POST 39/59</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/49 (X2 POSTS)</u> 24 Months
<u>STIPENT</u>	:	R5 500 per month
<u>CENTRE</u>	:	National Office, Legal Services
<u>REQUIREMENTS</u>	:	Qualification: NQF level 7: Bachelor of Laws
<u>ENQUIRIES</u>	:	Mr M Thipe Tel No: (012) 399 0185
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms Lethole Tel No: (012) 399 0040
<u>POST 39/60</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/50 (X1 POST)</u> 24 Months
<u>STIPENT</u>	:	R5 500 per month
<u>CENTRE</u>	:	National Office, Investigation and Information Management (Quality Assurance)
<u>REQUIREMENTS</u>	:	Qualification: NQF level 7: Bachelor of Laws
<u>ENQUIRIES</u>	:	Mr M Thipe Tel No: (012) 399 0185
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms Lethole Tel No: (012) 399 0040

POST 39/61 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/51 (X1 POST)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, Executive
REQUIREMENTS : Qualification: NQF level 7: B-Tech in Office Administration
ENQUIRIES : Mr. M Thihe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia Pretoria, 0001

FOR ATTENTION : Ms. Lethole Tel No: (012) 399 0040

POST 39/62 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/51 (X1 POST)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, HRM & DS
REQUIREMENTS : Qualification: NQF level 7: B-Tech in Office Administration
ENQUIRIES : Mr M Thihe Tel No: 012 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/63 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/52 (X2 POSTS)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, Communication
REQUIREMENTS : Qualification: NQF level 7: B-Tech in Communication, Marketing, Journalism
ENQUIRIES : Mr M Thihe Tel No: (0120 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/64 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/53 (X2 POSTS)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, Internal Control
REQUIREMENTS : Qualification: NQF level 7: B-Tech Finance and Auditing
ENQUIRIES : Mr M Thihe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/65 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/54 (X2 POSTS)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, Strategic Performance Management
REQUIREMENTS : Qualification: NQF level 7: B-Tech Public Management/Administration
ENQUIRIES : Mr M Thihe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/66 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/55 (X2 POSTS)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, CD: Information & Investigation Management
REQUIREMENTS : Qualification: NQF level 7: B-Tech Public Management
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/67 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/49 (X1 POST)**
24 Months

STIPENT : R5 500 per month
CENTRE : National Office, CD: Information & Investigation Management
REQUIREMENTS : Qualification: NQF level 7: Bachelor of Laws
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/68 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/56 (X1 POST)**
24 Months

STIPENT : R5 500 per month
CENTRE : Provincial Office: Western Cape (Bellville)
REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic
ENQUIRIES : Ms D Laphi Tel No: (021) 941 4800
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 1st Floor Fintrust Building, Corner Mazzur and Petrusa Street, Bellville,7530

FOR ATTENTION : Ms N Matintela Tel No: (021) 941 4800

POST 39/69 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/57 (X1 POST)**
24 Months

STIPENT : R5 500 per month
CENTRE : Provincial Office: Eastern Cape (East London)
REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic
ENQUIRIES : Ms U Quvile Tel No: (043) 707 7200
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 3 – 33 Waverly Office, Phillip Frame Road, Chiselhurst, East London, 5200

FOR ATTENTION : Ms S Mpotsha Tel No: (043) 707 7200

POST 39/70 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/58 (X2 POSTS)**
24 Months

STIPENT : R5 500 per month
CENTR : Provincial Office: KwaZulu Natal (Durban)
REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic
ENQUIRIES : Mr S Ndlovu Tel No: (031) 310 1300
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 22 Dorothy Nyembe Street, 3rd Floor The Marine Building, Durban, 4000

FOR ATTENTION : Ms M Buthelezi Tel No: (031) 310 1300

POST 39/71 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/59 (X1 POSTS)**
24 Months

STIPENT : R5 500 per month
CENTRE : Provincial Office: Mpumalanga (Nelspruit)
REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic
ENQUIRIES : Ms M Chauke Tel No: (013) 754 1000

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 27 Brown Street, 1st Floor Permanent Building, Nelspruit, 1200

FOR ATTENTION : Ms E Mamabolo Tel No: (013) 754 1000

POST 39/72 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/60 (X1 POST)**
24 Months

STIPENT : R5 500 per month

CENTRE : Provincial Office: Limpopo (Polokwane)

REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic

ENQUIRIES : Ms E Malepe Tel No: (015) 283 8000

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 78 Hans Van Rensburg Street, Old Mutual Building, Polokwane, 0700

FOR ATTENTION : Ms K Netshikulwe Tel No: (015) 283 8000

POST 39/73 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/61 (X1 POST)**
24 Months

STIPENT : R5 500 per month

CENTRE : Provincial Office: North West (Mahikeng)

REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic

ENQUIRIES : Ms L Mamokgwa Tel No: (018) 397 2500

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to No. 1 Station Road, Molopo Shopping Centre, Mafikeng, 2745

FOR ATTENTION : Ms M Molefhe Tel No: (018) 397 2500

POST 39/74 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/62 (X1 POST)**
24 Months

STIPENT : R5 500 per month

CENTRE : Provincial Office: Free State (Bloemfontein)

REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic

ENQUIRIES : Ms. N Motaung Tel No: (051) 406 6800

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 15 Corner St. Andrews and Westburger Street, Old Standard Bank Building, 2nd Floor, Bloemfontein, 9300

FOR ATTENTION : Mr T Komphela Tel No: (051) 406 6800

POST 39/75 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/63 (X1 POST)**
24 Months

STIPENT : R5 500 per month

CENTRE : Provincial Office: Northern Cape (Kimberly)

REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic

ENQUIRIES : Mr A Bopape Tel No: (053) 807 5100

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 99 Phakamile Mabija Street, Kimberly

FOR ATTENTION : Mr T Mathe Tel No: (053) 807 5100

POST 39/76 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/64 (X1 POST)**
24 Months

STIPENT : R5 500 per month

CENTRE : Provincial Office: Gauteng (Johannesburg)

REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic

ENQUIRIES : MS F Dlakana Tel No: (011) 220 1500

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 20 Albert Street, Braamfischer Towers Building, 8th Floor, Marshalltown, and Johannesburg

FOR ATTENTION : Ms M Tshabalala Tel No: (011) 220 1500

POST 39/77 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2023/65 (X1 POST)**
24 Months

STIPENT : R5 500 per month

CENTRE : Provincial Office: Gauteng (Pretoria Satellite)

REQUIREMENTS : Qualification: NQF level 7: Bachelor of Criminology, Policing, Forensic

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

APPLICATIONS : Independent Police Investigative Directorate, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001
FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

**WORK INTEGRATED LEARNING: TVET INTERNSHIP PLACEMENT PROGRAMME
01 JANUARY 2024 – 30 JUNE 2025**

The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans Public TVET College as their highest qualification at entry, who have not been exposed to work experience related to their acquiring their qualifications.

CLOSING DATE : 10 November 2023
NOTE : Direction to apply: Applications must be submitted on a new Z83 form (application form) obtainable from any Public Service Departments stating the field one is applying for, a comprehensive CV (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement.

OTHER POSTS

POST 39/78 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/66 (X2 POSTS)**
18 Months

STIPENT : R4 000 per month
CENTRE : National Office, Human Resources Administration
REQUIREMENTS : Qualification: N6 Certificate in HRM/HRD/Labour Relations
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001
FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/79 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/67 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : National Office, Executive Support
REQUIREMENTS : Qualification: N6 Certificate in Management or Office Assistance
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001
FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/80 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/69 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : National Office, Auxiliary Services
REQUIREMENTS : Qualification: N6 Certificate in Public Management/Administration
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001
FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/81 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/70 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : National Office, Supply Chain Management
REQUIREMENTS : Qualification: N6 Certificate in Supply Chain Management
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185

APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/82 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/71 (X2 POSTS)**
18 Months

STIPENT : R4 000 per month
CENTRE : National Office, Finance
REQUIREMENTS : Qualification: N6 Certificate in Financial Management, Accounting and Public Finance

ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/83 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/72 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : National Office, Communication
REQUIREMENTS : Qualification: Management Assistant/Office Administration
ENQUIRIES : Mr M Thipe Tel No: (012) 399 0185
APPLICATIONS : Independent Police Investigative Directorate, National Office, hand deliver to Benstra Building, 473 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001

FOR ATTENTION : Ms Lethole Tel No: (012) 399 0040

POST 39/84 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/73 (X1 POSTS)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Qualification: N6 Certificate in Public Management/Administration
ENQUIRIES : Ms D Laphi Tel No: (021) 941 4800
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 1st Floor Fintrust Building, Corner Mazzur and Petrusa Street, Bellville, 7530

FOR ATTENTION : Ms N Matintela Tel No: (021) 941 4800

POST 39/85 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/74 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: Eastern Cape (East London)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Ms U Quvile Tel No: (043) 707 7200
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 3 – 33 Waverly Office, Phillip Frame Road, Chiselhurst, East London, 5200

FOR ATTENTION : Ms S Mpotsha Tel No: (043) 707 7200

POST 39/86 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/75 (X2 POSTS)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: KwaZulu Natal (Durban)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/Administration
ENQUIRIES : Mr S Ndlovu Tel No: (031) 310 1300
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 22 Dorothy Nyembe Street, 3rd Floor The Marine Building, Durban, 4000

FOR ATTENTION : Ms M Buthelezi Tel No: (031) 310 1300

POST 39/87 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/76 (X1 POST)**
18 Months

STIPENT : R4 000 per month

CENTRE : Provincial Office: Mpumalanga (Nelspruit)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Ms M Chauke: Tel No: (013) 754 1000
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 27 Brown Street, 1st Floor Permanent Building, Nelspruit, 1200
FOR ATTENTION : Ms E Mamabolo Tel No: (013) 754 1000

POST 39/88 : **TVET INTERNSHIP PROGRAMME REF. NO: Q9/2023/77 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: Gauteng (Johannesburg)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Ms F Dlakana Tel No: (011) 220 1500
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 20 Albert Street, Braamfischer Towers Building, 8th Floor, Marshalltown, Johannesburg
FOR ATTENTION : Ms M Tshabalala Tel No: (011) 220 1500

POST 39/89 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/78 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: Limpopo (Polokwane)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Mr Nong Tel No: (015) 283 8000
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 78 Hans Van Rensburg Street, Old Mutual Building, Polokwane, 0700
FOR ATTENTION : Ms K Netshikulwe Tel No: (015) 283 8000

POST 39/90 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/79 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: North West (Mahikeng)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Ms L Maamogwa Tel No: (018) 397 2500
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to No. 1 Station Road, Molopo Shopping Centre, Mafikeng, 2745
FOR ATTENTION : Ms M Molefhe Tel No: (018) 397 2500

POST 39/91 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/80 (X1 POST)**
18 Months

STIPENT : R4000.00 per month
CENTRE : Provincial Office: Free State (Bloemfontein)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Ms N Ntaoleng Tel No: (051) 406 6800
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 15 Corner St. Andrews and Westburger Street, Old Standard Bank Building, 2nd Floor, Bloemfontein, 9300
FOR ATTENTION : Mr T Komphela Tel No: (051) 406 6800

POST 39/92 : **TVET INTERNSHIP PROGRAMME REF NO: Q9/2023/81 (X1 POST)**
18 Months

STIPENT : R4 000 per month
CENTRE : Provincial Office: Northern Cape (Kimberly)
REQUIREMENTS : Qualification: N6 Certificate in Public Management/ Administration
ENQUIRIES : Mr A Bopape Tel No: (053) 807 5100
APPLICATIONS : Independent Police Investigative Directorate, hand deliver to 99 Phakamile Mabija Street, Kimberly
FOR ATTENTION : Mr T Mathe Tel No: (053) 807 5100

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

- APPLICATIONS** : National Office Midrand/Constitutional Court: Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- FOR ATTENTION** : The Director: Human Resources
- CLOSING DATE** : 10 November 2023
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of

recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

MANGEMENT ECHELON

- POST 39/93** : **DIRECTOR: HUMAN RESOURCE UTILISATION AND DEVELOPMENT**
REF NO: 2023/348/OCJ

- SALARY** : R1 162 200 – R1 365 411 per annum, (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric Certificate and an undergraduate qualification in Human Resources Management/Development/Industrial Relations/Labour Relations or equivalent qualification (NQF level 7) as recognized by SAQA is required. A post-graduate qualification (NQF Level 8) will be an added advantage. Five (5) years' appropriate experience in Senior/ Middle Management. Minimum of five (5) years' relevant experience at middle/senior managerial level. A valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Experience and knowledge in human capital development, experience and thorough understanding of employee relations; alignment of individual performance to the organizational strategic objectives and mandate, development and implementation of human resource plan. Knowledge and good understanding of Labour Relations Act. Familiarity with organization structure design and change management function. Good knowledge of departmental establishment analysis and management. Knowledge and understanding of the Employee Health and Wellness framework in the Public Service. Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations. Behavioural Competencies: Knowledge and understanding of the Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. Batho Pele Principles. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communications (verbal and written).

- DUTIES** : Develop, manage and monitor the implementation of training and development of policies, Develop and implement human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation. Develop and monitor the implementation of the employment equity plan. Manage the analysis of HR reports and ensure compliance thereof. Co-ordinate the functioning relevant structures. Develop and implement employee health and wellness strategies and programmes. Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Management of the organization structure, process mapping and change management function within OCJ. Management of the overall department establishment. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department. Facilitate and monitor Diversity Management programme.

ENQUIRIES
NOTE

- : Ms LP MPE Tel No: (010) 493 2500
- : Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration.

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

<u>CLOSING DATE</u>	:	10 November 2023
<u>NOTE</u>	:	Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant. Failure to do so will result in your application not being considered. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on an incorrect email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment.

OTHER POSTS

<u>POST 39/94</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DSI202301</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), (all-inclusive remuneration package) Pretoria An NQF level 6 qualification in human resource management/development, industrial psychology, public management/administration, or another relevant field. Three to five years' experience in performance management and development. Clear knowledge and understanding of public service legislations. Project management skills. Knowledge of PERSAL and the implementation of transactions. Computer literacy (MS Word, Excel and PowerPoint). Knowledge of relationship management. Problem-solving and analytical, people and diversity management, and communication (written and verbal) skills. Client orientation and customer focus. Responsible and ethical. Able to work under pressure and take the initiative. Able to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the implementation of the Performance Management and Development System (PMDS). Provide reports on performance agreements, mid-year reviews and annual assessments submitted by all staff, from salary levels 1-12 up to salary level 15. Facilitate the awarding of performance incentives. Facilitate the issuing of memoranda reminding staff to submit PMDS documents. Manage non-compliance with the submission of PMDS documents. Facilitate the submission of PMDS reports. Manage the PMDS database. Communicate determinations and directives on the implementation of the PMDS policy. Develop/review the departmental PMDS. Conduct information sessions. Implement the probation instrument for assessing the performance of SMS and non-SMS employees whose appointments have not yet been confirmed. Facilitate remedial actions/enhancement plans to address underperformance. Facilitate PMDS disputes and appeals. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lerato Maduna Tel No: (012) 843 6709 Applications must be emailed to dd.pm@dst.gov.za

<u>POST 39/95</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DSI202302</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An NQF level 6 qualification in labour relations, human resources management, human resources development, industrial psychology, public management, administration/operations management or social sciences. A minimum of two years' experience in a labour relations environment. Clear knowledge and understanding of the Public Service Act and Regulations, and departmental policies and procedures. Good understanding and knowledge of labour-related legislation (including the Labour Relations Act, the Basic Conditions of Employment Act and the Employment Equity Act) and ethics management. Knowledge of the Public Finance Management Act and Treasury Regulations. Understanding of confidentiality and security clearance prescripts. Communication (verbal and written), interpersonal, planning and organising, financial management research and analysis, and negotiation skills. Experience of presiding at hearings. Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
<u>DUTIES</u>	:	Dispute/grievance management. Administer and coordinate disciplinary cases, suspensions, appeals and investigations. Coordinate logistics for Departmental Bargaining Council and Policy Task Team meetings. Liaise and maintain relations with internal/external stakeholders, including other government departments. Contribute to policy development. Conduct reviews, awareness sessions and workshops. Provide internal controls and support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lerato Maduna Tel No: (012) 843 6709 Applications must be emailed to asd.er@dst.gov.za
<u>POST 39/96</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE AND INSTITUTIONAL PERFORMANCE REF NO: DSI202303</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An NQF level 6 qualification/bachelor's degree in finance or public administration or another related qualification. A certificate in corporate governance or public sector monitoring and evaluation will be an advantage. At least 2 years' experience in governance, planning, monitoring and evaluation, administration and coordination, and/or finance in the public service. Knowledge of the Public Finance Management Act and ability to interpret legislation. Knowledge of the public sector and public entities. Knowledge of planning and monitoring in the public sector. Good communication (written and verbal), coordination and analytical, project management, research and interpersonal skills. Computer literate (MS Word, Excel and PowerPoint). Able to maintain effective relationships with stakeholders and work as part of a team. Able to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Coordinate approval of the entities' strategic plans, annual performance plans. Coordinate entities' reporting. Coordinate strategic meetings with entities. Coordinate institutional budgets for the entities. Coordinate board/council appointments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Dolly Masuku Tel No: (012) 843 6409 Applications must be emailed to asd.qjp@dst.gov.za
<u>POST 39/97</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: DSI202304</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Bachelor's degree in risk management or auditing or accounting or management or computer science or engineering. 3 years of working experience in the provision of risk management support/services to management and secretariat support to an oversight committee. In-depth technical knowledge of the application of risk management concepts and principles. Knowledge and understanding of the concepts of internal controls and corporate governance, as well as the ISO standards for risk management. Understanding of the Public Sector Risk Management Framework, and risk management standards and procedures. Knowledge of the Public Finance

Management Act and Treasury Regulations. Knowledge of fraud prevention policies and related legislation. Knowledge of the business of the Department and government. Excellent communication (written and verbal) skills. Strong risk assessment facilitation, people management, minute taking and document compilation skills. Negotiation, problem-solving and analytical skills. Computer literacy (MS Word, Excel and PowerPoint). Able to think logically, work independently to provide high quality deliverables (self-management), and to establish and maintain internal and external networks, Able to work under pressure while maintaining a professional demeanour, take the initiative and demonstrate creativity.

DUTIES

: Articulate and analyse comprehensive Programme and functional-level risk profiles and facilitate the approval of these profiles. Facilitate the articulation and approval of comprehensive project risk profiles. Monitor the implementation of the action plans detailed in the approved Programme and functional-level risk profiles. Provide secretariat support to the Enterprise Risk Management Committee. Support the Chief Risk Officer by conducting quality reviews of outputs (draft risk profiles and quarterly status updates of risk mitigation, implementation and detection plans) produced by the Enterprise Risk Management unit.

ENQUIRIES

: Mr Elvis Kgoale Tel No: (012) 843 6409

APPLICATIONS

: Applications must be emailed to asd.erm@dst.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	10 November 2023
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge and experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 35 dated 13 October 2023, post: 35/46 Deputy Director: Financial Management advertised Ref No: 131023/04, the closing date is extended to 10 November 2023.

OTHER POSTS

<u>POST 39/98</u>	:	<u>ENGINEER PRODUCTION GRADE A – C REF NO: 101123/01</u> Branch: Infrastructure Management: Head Office Dir: Mechanical and Electrical Engineering SD: Mechanical Asset Management
<u>SALARY</u>	:	R795 147 – R1 197 978 per annum, (all-inclusive OSD salary), (offer will be based on proven year of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office A Mechanical Engineering Degree (B Eng/ BSc Eng) or relevant qualification in Engineering. Three (3) years post qualification in Engineering experience is required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Experience in design/re-design engineering work, operating procedures, condition assessments and maintenance strategies are required, and your knowledge will be tested during the interview. Experience in the planning, design, and construction of water resources infrastructure projects. Extensive experience in project management. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The

- ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering as recommended. High level communication skills both (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible, and reliable.
- DUTIES** : Manage and oversee all aspects of project implementation. Render mechanical engineering support to operations and maintenance. Address breakdowns and perform fault findings. Provide inputs into designs to ensure suitability for operations and maintenance. Develop and maintain asset management strategies and systems. Optimize the life cycle of mechanical equipment. Improve designs of mechanical equipment to solve practical engineering challenges and improve efficiency/reliability and enhance safety. Perform regular mechanical inspections and conditional assessments of mechanical equipment and machinery. Manage CAPEX programs for the refurbishment, rehabilitation, upgrades of existing mechanical infrastructure and emergency projects. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Approve and supervise engineering works according to prescribed norms and standards. Develop tender specifications. Ensure training and development of technical personnel to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the department's interests in project implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes, and approved budgets during the implementation of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal stakeholders on the infrastructure projects. Manage the process commissioning of the infrastructure and handover to the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.
- ENQUIRIES APPLICATIONS** : Mr JH van der Walt Tel No: (012) 336 6781
: Pretoria (Head Office): Please forward your applicant quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- POST 39/99** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 101123/02**
Branch: Finance WTE
Dir: Cash Management and Reporting
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)
: Pretoria Head Office
: A relevant tertiary qualification at NQF 7, A minimum of three (3) to (5) five years' relevant experience in cash management at supervisory / management level (ASD). The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook), Ability to compile presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written), Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and monitoring the work of the subordinates within the unit Accountability and ethical conduct. Willingness to travel.
- DUTIES** : Overseeing and managing cash management and reporting sub-directorate. Provide support to clusters on all cash management and reporting

responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting. Ensure that audit queries are responded to on time within the directorate. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to cash management, cash forecasting and other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Regularly monitor the cash management function and performance of cash management personnel to ensure that they perform expeditiously and effectively, in accordance with applicable laws, regulations and Departmental policies and to improve overall staff performance, review month end reports from ASD. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Approve documents from the ASD on system workflow. Assist the Director in the effective execution of his/her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training.

- ENQUIRIES** : Ms A Mbhele Tel No: (012) 336 7025
- APPLICATIONS** : Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- POST 39/100** : **SCIENTIST PRODUCTION GRADE A – C REF NO: 101123/03 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Infrastructure Capacity Analysis
SD: Flood Analysis and Flood Management Protocols
- SALARY** : R687 879 - R1 035 084 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification of natural-scientific experience. Working knowledge of programming languages commonly used in data preparation for hydrological and hydraulic modelling will serve as an added advantage. The disclosure of a valid unexpired driver's license. Experience in hydrological and/or river modelling skills and their application in flood monitoring and forecasting. Intimate knowledge and proven experience in working with hydrological data and information management systems/software, hydrological application of real-time or near real-time data transmission systems. Working knowledge and application of climate and weather forecasts in flood management.
- DUTIES** : Developing and implementing hydrologic and hydraulic modelling systems for application in flood management. Forecasting and control at dams in South Africa. Providing early flood warning service to local and regional communities as well as riparian neighbouring states downstream of major South African water resource infrastructure. Developing and implementing flood data and information management systems. Providing flood monitoring, forecasting, control, and early warning expertise to DWS, capacity building, information sharing and international water cooperation programmes, adapting the latest findings, innovations, and best practices in flood monitoring, forecasting and control at dams in South Africa. Provide professional technical advice and flood control support services to other directorates and other organizations. Keep abreast with the latest developments in the fields of dam safety, flood management, forecasting control, formulating new protocols and standards to reflect the latest trends. Participate in the operation of the Vaal and Bloemhof dams, in the Orange-Vaal system during extreme flood events. Liaise with the Operation Clusters in the DWS at National and Provincial levels on all relevant communal issues. Attend meetings and perform work on behalf of the Department around the country, which may entail long and inconvenient travel and working hours.
- ENQUIRIES** : Mr TA Thobejane Tel No: (012) 336 7869

- APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- POST 39/101** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 101123/04 (X2 POSTS)**
 Chief Directorate: General Control Review
 Directorate: Internal Audit
 (Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Pretoria Head Office
 : A Bachelor's Degree at (NQF 7) in Internal Auditing/Auditing/Accounting. Three (3) to (5) five years relevant experience in Information Technology Auditor in Internal Audit. The disclosure of a valid unexpired driver's license. IAT/Honours/ Certification in CISA or CIA or CA or a BCOM degree, TeamMate Audit Management System and two years' experience in data analysis will be a requirement. Generic competencies. Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT). Knowledge of application and general IT control reviews (security). Knowledge of data analysis, ACL, CAAT's. Knowledge of IT security, network communications, and client server environment. Ability to perform technical Information system audits. Sound knowledge of the Public Finance Management Act, Treasury Regulations, and Generally Accepted Accounting Principle. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Good interpersonal skills, written and verbal communication skills, analytical skills, ability to work independently and under pressure, and willingness to travel when required. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Ability to identify and analyse risks during the execution of the audit. Problem solving.
- DUTIES** : Supervise the execution of the Information Technology audit plan including audit universe and overseeing timely execution of the plan. Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal controls issues. Serving as a department subject matter expert on technology controls and practices and providing audit teams with appropriate input on related audit coverage. Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff. Ensuring that audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology. Track audit issues raised and report on them to the Deputy Director/Director. Provide consultation services to the business in line with the IIA standards.
- ENQUIRIES APPLICATIONS** : Mr P Jordaan Tel No: (012) 336 8854
 : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001
- FOR ATTENTION** : Planning, Recruitment and Selection Unit

POST 39/102 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101123/05**
Branch: Finance WTE
Dir: Cash Management and Reporting

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF 7. Three (3) years relevant supervisory experience at supervisory middle management level. The disclosure of a valid unexpired driver's license. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures. Knowledge of governmental financial systems, principles, and practice of financial accounting. Working experience on the Systems Applications and Products (SAP). Ability to compile presentations. Computer literate in Microsoft office (MS Excel, MS Word, Outlook, and PowerPoint), numeracy skills, interpersonal skills, and teamwork, telephone etiquette, Analytical, planning and organizing, Time management. Good facilitation skills. Willingness to travel. Supervisory principles, and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Implement and monitor cash management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of cash and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of cash related systems. Monitor and support clusters with cash management related queries. Ensure monthly request of proof of payments from the bank or customers are done. Compile cash management related queries report. Ensure all recon keys for the month are transferred to GL before period closure. Ensure FICA and FI payment discrepancies are resolved daily. Monitor unusual items in the unallocated deposit account and recommend solutions. Establish a proper safe keeping of documents is maintained in the unit. Ensure all cash management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Processing of adjustments/journals that are cash related. Staff management and training. Attend meetings as and when required. Prepare weekly and monthly cash management related reports. Sign off SAP authorization forms for subordinates and approve leave requests. Approve documents from staff on system workflow. Supervisor staff within the unit and sign their performance agreements and assessments. Assist the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end processes and compiling of audit file. Attend to audit queries and formulating of responses.

ENQUIRIES : Ms A Mbhele Tel No: (012) 336 7025
APPLICATIONS : Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 39/103 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101123/06**
Branch: Finance WTE
Dir: DEBT Management
SD: Customer Accounts

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF 7. Three (3) years relevant supervisory experience at supervisory middle management level. The disclosure of a valid unexpired driver's license. Knowledge and understanding on human resource management legislation, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service

anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of departmental policies and procedures. Knowledge of governmental financial systems, principles, and practice of financial accounting. Knowledge of framework for managing performance information, business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Analyze debtors age analysis. Identify overdue debt monthly to identify all defaulting customers. Provide training and support to regions/clusters offices on debt management. Implement and monitor debt management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of debt and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of debt related systems. Assist clusters with debt management related functions. Attend to and monitor any debt management related queries delegated to subordinates. Verify all submissions from clusters for correctness and completeness and send to Deputy Director for recommendations. Manage commission claim for Billing Agents and Service Providers as well as write offs. Processing of adjustments/journals that are debt related. Support the implementation of projects and compile monthly debt management reports. Ensure all Debt Management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Monitor refund register. Approve documents from staff on system workflow. Sign off SAP Authorization forms for subordinates and approve leave requests. Staff management and training. Attend meetings as and when required. Supervise staff and sign their performance agreements and assessments. Assist the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end procedures and compiling of audit file. Attend to audit queries and formulating of responses.

ENQUIRIES : Ms A Mbhele Tel No: (012) 336 7025
APPLICATIONS : Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 39/104 : **OFFICE MANAGER REF NO: 101123/07**
 Branch: Finance WTE
 Dir: Revenue Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Bachelor's Degree in Office Management and Technology/Public Management / Business Administration. Three (3) years' experience in Office Management at supervisory middle management level. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Knowledge of the functioning of the National Government. Knowledge of Microsoft Office e.g., MS Word, Excel, and PowerPoint. Knowledge of Financial Management, Project Management, and Administration. Understanding of secretarial duties. Computer literacy. People and sound organizational skills. High level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic knowledge of Financial Management and Public Finance Management Act (PFMA). Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Ability to ensure high level of quality.

DUTIES : Scrutinize all incoming correspondence (E Mail, letters, reports, and phone messages). Preparation of presentations and reports. Arrange, organize workshops, and meetings. Record basic minutes of the meetings of the Chief Director where required. Represent manager at certain meetings and

workshops. Manage queries. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims. Management of budget. Manage and supervise human resources. Manage procurement.

ENQUIRIES APPLICATIONS : Ms S Ndhlovu Tel No: (012) 336 7981
Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 39/105 : **ASSISTANT TECHNICAL OFFICER REF NO: 101123/08**
Branch: Water Resource Management
Sub-Directorate: Resource Quality Information

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Roodeplaat
: A Senior/Grade 12 Certificate with Mathematics/Mathematic Literacy as a passed subject. The disclosure of a valid unexpired driver's license. Computer Literacy (Microsoft: Word, Excel, and Power Point). Basic Knowledge in handling laboratory equipment. Ability to solve problems. Good communication skills both (verbal and written). Good interpersonal relations. Good organizing skills. Willingness to acquire new skills.

DUTIES : Assist in the supply and dispatching of sampling materials to various monitors for scheduled and ad hoc requests. Ensure that sample material routing is done on time, print tags and schedules. Keep address lists of monitors up to date. Assist in creation of work sheets and batch logged samples in packing lists according to different analysis groups. Management of queries relating to problem samples, logging and re-checking on both Water Management System (WMS) and Laboratory Information Management System (LIMS) as well as doing the verification of samples packed for analysis in laboratories. Responsible for preparation of filter papers, assist in filling of Lugol and ethanol to glass bottles and the packing of Petri dishes. Partake in timeous stock taking.

ENQUIRIES APPLICATIONS : Mr. V Sigonyela Tel No: (012) 808 9736 / (081) 316 0338
: Roodeplaat: Please forward your application quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 39/106 : **CLEANER REF NO: 101123/09 (X2 POSTS)**
Branch: Water Resource Management
Dir: RQIS

SALARY CENTRE REQUIREMENTS : R125 373 per annum (Level 02)
: Roodeplaat, Resource Quality Information Services
: An ABET certificate or relevant qualification. Cleaning experience in the laboratory will serve as an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use e.g., dilution/mixing. Understanding of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of record keeping. Basic understanding and applying of laboratory safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.

DUTIES : Clean laboratory and equipment. Remove all laboratory waste according to procedures. Clean glass and plastic ware according to procedures. Remove and connect gas cylinders. Complete relevant forms to ensure traceability of laboratory activities. Stock taking of cleaning materials. Requesting cleaning materials as and when needed. Clean storerooms, kitchen, offices, corridors, and boardrooms any other environment allocated for cleaning. Emptying waste bins. Prepare boardrooms for meetings. Arrange crockery, utensils and cutlery required during meetings. Wash and keep stock of crockery, utensils, and cutlery. Fill and refill drinking water containers. Clean rest rooms. Refill hand wash liquid and toilet papers. Report broken machines and equipment.

ENQUIRIES APPLICATIONS : Ms J. Lekekiso Tel No: (012) 808 9750
: Roodeplaat: Please forward your applicant quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350,

FOR ATTENTION
NOTE

: Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie
and Bosman Street, Pretoria, 0001
: Planning, Recruitment and Selection Unit
: Preference will be given to male candidates

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: kindly note that the following post of a Staff Nurse (**For Kopanong Hospital**) with Ref No: 43/2023 was advertised in Public Service Vacancy Circular 37 dated 13 October 2023. The application has been amended as follows: closing date has been extended to 03 November 2023.

OTHER POSTS

<u>POST 39/107</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: HEID/CLIN/2023/001 (X1 POST)</u> Directorate: Clinical
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 288 095 per annum, (inclusive package), plus benefits Heidelberg Hospital Grade 1: Registration with the HPCSA as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. An additional Hospital management qualification will be an added advantage. Supervisory experience within a hospital domain will be an added advantage. Knowledge in Administration, Finance and Supply Chain Management, strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to a specific working environment including norms and standards. Good planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative Frameworks such as (National Health Act, PFMA, Public Service Act and its regulations, Mental Health Act and other relevant Statutes). Must be able to work under pressure, cope with high workload and be willing to manage the Hospital after hours.
<u>DUTIES</u>	:	Responsible for the leadership and management of the delivery of clinical services to patients referred to Heidelberg Hospital. Participate actively administrative duties of the departments. Offer comprehensive quality level hospital services to patients. Optimally supervise departments, mentor, and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform Clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patients care and treatment. Lead and drive Continuing Professional Development (CPD) and Morbidity & Mortality (M&M) Programme. Ensure that quality assurance, including clinical audit is conducted in the department in line with Ideal Hospital Framework and lead the department. Conduct patient redress and compile reports for medico-legal cases. Serve as a senior member of the Hospital Executive Management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital executive and general management with the day to day running of the hospital. Assist EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Heidelberg Hospital as a whole and attend all applicable management meetings. Implement cost containment measures, analyze budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOP's policy. Maintain discipline and deal with grievances and labour related issues in terms of the laid down policies and procedures. Management of personnel performance and reviews thereof, (Contracting, reviews and final assessments) and perform any other duties delegated by the Superiors.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr I Molatlhegi Tel No: (016) 341 1207 Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.

- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The institution reserves the right not to fill the post.
- CLOSING DATE** : 10 November 2023. NB: The closing time on the closing date will be 12h00.
- POST 39/108** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 727 (X4 POSTS)**
Directorate: Anaesthetics
- SALARY** : R1 214 805 per annum, (all-inclusive)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist. Current registration for 2023/2024. Exposure in working, in Anaesthetics will be an added advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team and attend meetings, training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Dr P Mogane Tel No: (011) 933 9335
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier. No faxed applications will be considered.
- NOTE** : Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications,

service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated and must specify the following: All experience should be in a chronological order indicating the position, institution and dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/109** : **MEDICAL OFFICER GRADE 2-3 HAST REF NO: REFS:00SUB-G (X1 POST)**
Directorate: HIV, AIDS STIs and TB (HAST) Programme
- SALARY CENTRE REQUIREMENTS** : R1 034 373 – R1 197 150 per annum, (plus benefits)
: Medical Sub-District G
: An appropriate qualification that allows current registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner of which 3 years must be, working experience in HIV STIs, ART Management, TB control, TB/HIV, and DR TB Clinical Management. Master's Degree in Public Health or equivalent complex case management would be an advantage. Knowledge of government guidelines and protocols for HIV, STIs, TB, and DR TB management; Experience in training, clinical mentoring, and supervision; Proven skills in program management including institutional capacity building and systems development; Must be a team player with excellent analytical, oral and written communication skills; Flexibility to work at several geographically dispersed sites. Good Computer skills in Excel, PowerPoint, and MS Word; A valid driver's licence. Must be willing to travel extensively. Knowledge of PFMA legislation and Government policy on HIV, STIs, and TB. Knowledge of DHIS, TIER.NET, and report writing skills. The Clinical Advisor's role is to provide support for the implementation of a country-wide scale up of community and facility- based TB/MDR TB treatment programs.
- DUTIES** : The incumbent will be responsible for the following activities but not limited to: develop with NTP and other implementing partners strategies for improving the quality of HIV, STIs PMTCT VMMC and TB; Strengthen clinical knowledge and experience in the management of HIV, STIs and TB; Assist the National TB Control Programme in implementing strategies to prevent TB/MDR TB; Initiate and provide technical support and training to Sub District district-based management teams and service providers to implement and monitor TB/MDR TB and VMMC treatment programs; Build capacity of project staff, Department of Health (DOH and LG) counterparts and collaborating NGOs in the implementation of interventions to prevent, diagnose and treat HIV, PMTCT ,STIs, DS and MDR TB,VMMC TB; Ensure correct patient management and review clinical decisions while strengthening expertise among health care professionals for HIV, PMTCT ,STIs, DS and MDR TB,VMMC care; Work with the Health Care Workers to assist in the implementation of HIV, STIs PMTCT and DS and MDR TB VMMC monitoring

and evaluation tools; Work with NGOs and partners to implement innovative treatment support and monitoring tools through Health technologies; Assist to design / implement targeted operations research to assess and improve implementation of HIV, PMTCT, STIs, DS and MDR TB, VMMC programs; Provide regular monitoring and evaluation reports to the Sub District Chief Medical Officer, Clinical Services Team Leaders HAST team members including monthly and quarterly status reports. Improve Sub District health systems in support of good clinical practice in the Sub Districts, Hospitals, CHC's, and PHC Clinics. Guide implementation of DoH HAST treatment protocols. Keep abreast of the developments in the HIV, PMTCT STIs DS, and DR TB VMMC programme areas. Facilitate and monitor HIV, Maternal health, STIs, VMMC, DS, and DR TB for internal and external stakeholders as may be required. Contribute to operational planning activities. Liaising and negotiating with the private sector to improve the health status of communities. Perform all other duties delegated by the Supervisor / Manager. Participate in the training and clinical mentorship of health providers. Support the dissemination and review of HAST policies. Strengthen TB/HIV collaboration and rollout. Participate in the Sub District after hours' coverage (Commuted Overtime)

- ENQUIRIES** : Ms Matlhodi Mogorosi Tel No: (011) 694 3823
- APPLICATIONS** : Applications must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV. Copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 10 November 2023
- POST 39/110** : **MEDICAL OFFICER REF NO: DYD/MO/ 2023/04 (X2 POSTS)**
Directorate: Medical
- SALARY** : Grade 1: R906 540 per annum, (all-inclusive package)
Grade 2: R1 034 373 per annum, (all-inclusive package)
Grade 3: R1 197 150 per annum, (all-inclusive package)
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Current registration with HPCSA as an independent Medical Practitioner. A minimum of at least 0 - 10 years' experience, be prepared to work under pressure and stressful situation. Excellent clinical skills in assessment, management of common Medical Conditions and relevant procedure. Good professional attitude, communication skill, ethics in relation to patient's referrals and consent to treatment. Experience in OBS and Gynae and Paediatrics will be an added advantage.
- DUTIES** : Co-ordinate and manage clinical care and treatment in outpatient and in-patient clinical responsibilities with afterhours participation in the call roster. Be rotated through different units of the Hospital according to the operational need of the Hospital.
- ENQUIRIES** : Ms A.P Molamu Tel No: (011) 951 6181
- APPLICATIONS** : Applications Should be posted to HR at Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740 or hand delivered to Cnr Memorial and Hospital Street.
- NOTE** : A fully completed and signed new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) should be accompanied by comprehensive CV highlighting or stating the requirements mentioned above. Please ensure that the reference number is quoted

correctly. No copies of qualifications/proof are required, only Z83 and CV are to be submitted on application. Only the shortlisted candidates' will be required to submit certified documents on or before interviews. Failure to submit the required documents will result in shortlisted candidates disqualified. Shortlisted candidates will be subjected to positive results of the security clearance process (criminal records check) and the educational qualifications verification. The Department of Health is committed to the achievement and Maintenance of Diversity and equity employment. Applications received on the old Z83 application form will not be considered. The institution reserves the right not to fill the post. Suitable candidates will be subjected to Occupational Health and safety medical surveillance as required in the Hazardous Biological Agents and Hazardous chemical substances. Regulations with the OHS Act 85 of 1993 shall apply.

- CLOSING DATE** : 10 November 2023
- POST 39/111** : **ASSISTANT MANAGER: QUALITY ASSURANCE –PNA7**
Directorate: CEO
- SALARY** : R627 747 per annum
CENTRE : Heidelberg Hospital
REQUIREMENTS : A Basic Nursing Diploma/ Degree as a Professional Nurse registered with the SANC. A minimum of eight (8) years appropriate experience as a Professional Nurse in direct patient care areas is needed. Three (3) years period referred above should be experience at Nursing Management level. A minimum of two (2) years' experience in Quality Assurance.
- DUTIES** : Ensure the monitoring and evaluation for the implementation of the National Core Standards (NCS) as determined by the Minister of Health. Provide Quality improvement Plans (QIP) and the implementation thereof. Facilitate access to National package of service including norms and standards. Facilitate conducting of patient satisfaction surveys and analysis of data. Ensure regular clinical audits. Ensure the implementation and monitoring of an adverse event program. The incumbent will be responsible for overall supervision and management of the staff involved in the Quality Assurance Programme. He /She will also be responsible for the smooth running of the department. The assessment, Planning, implementation and evaluation of quality assurance needs within the hospital will be his/her responsibility. The implementation of the following will also be his /her responsibility. The implementation of the National Quality Assurance Standards. Development of the necessary protocols/guidelines in alignment to be National requirements. Liaison between the hospital and the Provincial Quality Assurance Directorate. Participation in all departments in the hospital with regards to Quality Assurance Programme.
- ENQUIRIES** : Dr I Molatlhegi Tel No: (016) 341 1207
APPLICATIONS : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The institution reserves the right not to fill the post. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.
- CLOSING DATE** : 10 November 2023. NB: The closing time on the closing date will be 12h00

POST 39/112 : **ASSISTANT MANAGER NURSING SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: HEID/AM/QA/2023/040**
Directorate: Nursing

SALARY : R627 747 per annum, (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at Management Level/Night Supervisor in Obstetrics unit. Competencies/knowledge/skills. knowledge of legal prescripts that regulate nursing and health services. Computer Literacy is essential. Ability to work independently and innovatively. Facilitation and presentation skills. Problem solving and decision-making skills.

DUTIES : Delegate, supervise and co-ordinate the provision of the effective and efficient patient Care through adequate nursing care. Initiate and participate in Health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e., interpersonal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. In the department. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department. Coordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Comply with the Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES : Ms L.L.P. Msiza Tel No: (016) 341 1100/1203
APPLICATIONS : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The institution reserves the right not to fill the post. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.

CLOSING DATE : 10 November 2023. NB: The closing time on the closing date will be 12h00

POST 39/113 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: CHBAH 728 (X1 POST)**
Directorate: Nursing Services – Clinical Education and Training Unit (CETU)

SALARY : R497 193 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse 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 Professional Nurse

with SANC in General Nursing, at least 2 years of the period referred to above must be appropriate / recognizable experience in Nursing Education environment. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education. Current (2023) SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge of Nursing care processes and procedures, nursing statutes, Ideal Hospital Realisation and Maintenance Framework – version 2.0 and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework in CETU. Manage effectively supervision and utilization of resources Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centred nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Demonstrate an ability to perform research work relevant to Nursing education and related subjects to enhance the quality of CETU. Able to apply technology and programmes to enhance the level of education and teaching programmes. Teaching of clinical nursing practice and nursing standards as determined by the relevant facility.

ENQUIRIES : Mr N.B. Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier

NOTE : Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated and must specify the following: All experience should be in a chronological order indicating the position, institution and dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be

subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/114** : **ASSISTANT DIRECTOR (SCM) REF NO: DYD/ASD/ 2023/02/03 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R424 104 per annum, (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Grade 12 (Matric) / NQF level 4 Certificate, plus bachelor's Degree/ Advanced Diploma (NQF level 7) in Supply Chain Management/Logistics Management/ Public Admin/ Public Management. Minimum of 5 years' experience in Supply Chain Management Department, of which 3 years must be at Supervisory level in Supply Chain Environment (Preferably in a Public Sector). Strong leadership skills and ability to interpret and implement policies, directives and guidelines of Gauteng Department of health. Must have the understanding and knowledge of Supply Chain Management and the following prescripts: PFMA, PPPFA, PPR 2022, Treasury Regulations, BBBEE and Treasury Notes. Valid Driver's Licence. Computer skills (Microsoft package). Ability to work under pressure and long hours. Presentation skills. Report writing skills. Verbal and written communication skills. People Management skills, Problem Solving skills, Client Orientation skills, Ability to work in a multidisciplinary team. Knowledge of BAS/SAP system will be an added advantage.
- DUTIES** : Manage Acquisition Management of Goods & Services and Machineries, Manage Movable Assets, Develop the business plan of the unit, Develop and monitor Procurement and Demand plan for the hospital, Compile database of approved suppliers, Manage sourcing of supplier using CSD, Manage the Pre-Audit and Post Audit of Acquisition, Inventory and Assets, Manage provisioning and Logistics Management for all orders, establish database of supplies when obtaining quotations Development and Management of Service Level agreement, ensure proper implementation and compliance to the Public Finance Management Act,1999; SCM policies and other relevant statutory prescriptions. Manage supply Chain Management staff. Manage the procurement and processing of RFQ's and contracts. Co-ordinate the Quotation Adjudication committee meetings (Vetting). Ensure proper asset acquisition, verification and disposal. Ensure implementation of SCM contracts, policies, procedures, and systems. Manage all stores accounting sections and ensure compliance to all prescripts and regulations. Implement PMDS and enforce discipline in the SCM department.
- ENQUIRIES** : Mr T. Litheko Tel No: (011) 951 6218
APPLICATIONS : Applications must be posted to HR at Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740 or hand delivered to Dr Yusuf Dadoo Hospital, Cnr. Memorial and Hospital Street.
- NOTE** : A fully completed and signed new Z83 form (obtainable from any Public Service department or on www.dpsa.gov.za/documents) should be accompanied by comprehensive CV highlighting or stating the requirements mentioned above. Please ensure that the reference number is quoted correctly. No copies of qualifications/proof are required, only Z83 and CV are to be submitted on application. Only the shortlisted candidates' will be required to submit certified documents on or before interviews. Failure to submit the required documents will result in shortlisted candidates disqualified. Shortlisted candidates will be subjected to positive results of the security clearance process (criminal records check) and the educational qualifications verification. The department of Health is committed to the achievement and Maintenance of diversity and equity employment. Applications received on the old Z83 application form will not be considered. The institution reserves the right not to fill the post. Suitable candidates will be subjected to Occupational Health and safety medical surveillance as required in the hazardous Biological Agents and Hazardous chemical substances. Regulations with the OHS Act 85 of 1993 shall apply.
- CLOSING DATE** : 10 November 2023

- POST 39/115** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL NURSING QUALITY ASSURANCE REF NO: HEID/PNA/QA/2023/06 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R293 670 - R337 860 per annum
Grade 2: R358 626 - R409 275 per annum
Grade 3: R431 265 – R521 172 per annum
- CENTRE REQUIREMENTS** : Heidelberg Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Current (2022) SANC license to practice. Knowledge of quality Assurance Standards (Ideal Hospital Realization Framework) and depth Knowledge of patient care and hospital policies and guidelines will be an added advantage.
- DUTIES** : Participate actively in conduction of Ideal Hospital Realization Framework annual assessments. Participate actively in conduction of annual PEC (Patient Experience of care) surveys and assist in capturing of results. Participate actively in conduction of DPOS (Daily Patient Experience of care) survey and assist in analysing the results thereof. Monitoring of hospital compliance with current guidelines. Review and analyse patients' complaints. Work closely with patients and staff to develop best care based on patient's needs. Participate in training programmes and work closely with quality assurance leadership. Attend monthly quality assurance meetings. Play an important role in assisting the hospital in the achievement of departmental goals and objective. Assist in development of QIP (Quality Improvement Plans). Participate actively in clinical audit sessions. Effective use of material resources and hospital budget.
- ENQUIRIES APPLICATIONS** : Ms LLP Msiza Tel No: (016) 341 1203
: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The institution reserves the right not to fill the post.
- CLOSING DATE** : 10 November 2023. NB: The closing time on the closing date will be 12h00

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.
- CLOSING DATE** : 10 November 2023
- NOTE** : Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. Qualifying applicants should submit their application form (Z83) which is obtainable from any government department or on the www.dpsa.gov.za, accompanied by a detailed Curriculum Vitae. Failure to comply with these instructions will disqualify applications from being

processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Qualifying applicants should submit their application on the New Application Form (Z83), found on www.dpsa.gov.za, 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. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process. No late applications will be considered.

MANAGEMENT ECHELON

- POST 39/116** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF E-GOVERNMENT RESEARCH AND DEVELOPMENT REF NO: HOD/E-GOV/2023**
 (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
 This is a re-advertisement, applicants who applied previously are encouraged not to apply their previous application will be considered.
- SALARY** : R2 158 533 – R2 428 830 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE REQUIREMENTS** : Johannesburg
 : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate

governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Ensure the roll-out of a network infrastructure that will connect government facilities, schools, hospitals, offices and economic zones. Create an enabling platform and support service; enable GCR entities to deliver e-Government Research and Development Services; establish a GCR e-Government Research and Development governance structure to drive priorities, policies, standards and regulations; promote the usage of e-Government Research and Development services; stimulate the ICT economy through facilitating incubation and innovation; and encourage public and private partnerships for the development and roll-out of e-Government Research and Development services. Support the Member of the Executive Council in his/her duties as political head of the Department; and represent the department at various fora.

ENQUIRIES

: Ms Pange Radebe Tel No: (011) 298 5637/0663156970

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

OTHER POSTS

<u>POST 39/117</u>	:	<u>DEPUTY DIRECTOR: (HRM) REF NO: MAD 68/2023 (X1 POST)</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum (Level 11). 13 th cheque, Plus Medical Aid (optional), plus housing allowance (employee must meet prescribed condition)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	An appropriate Degree/National Diploma in Human Resource Management or Public Management. A minimum of three 3-5 years managerial experience in Human Resource Management. Knowledge, Skills and Competencies required: Broad knowledge and understanding of Human Resource Management In-depth knowledge of relevant acts, policies, and regulations in Human Resource Management. Sound knowledge of PERSAL and financial management. Sound decision, planning and leadership skills. Good communication skills (verbal and written). Computer literacy in word processing and spreadsheet packages.
<u>DUTIES</u>	:	Manage all Human Resource components i.e. HR Practices, HR Planning and development, Staff Relations and Employee Wellness. Advise Managers on all aspects of Human Resource Management. Participate in the recruitment and selection of staff in different fields within the institution. Maintain adequate availability and efficient utilisation of staff Plan, monitor and control the use of budget and equipment allocated to the Human Resource Component. Participate in the strategic and other planning processes within the institution Develop Human Resource Policies that are in line with HR strategies of the department and ensure that they are implemented. Manage day-to-day functioning of the Human Resource Management component to ensure that high quality human resource management services are provided. Implement National Core Standards. Manage existence of the Employment Equity Committee and the development of Employment Equity Plan of the institution. Participate in the development of the Workplace Skills Plan for the institution and ensure the existence of the institutional Human Resource Development Committee. Manage implementation, monitoring and evaluation of employee performance management and development system. Ensure establishment of fully functional employee health and wellness programmes. Manage the clearing of suspense accounts. Oversee the effective and efficient implementation of Performance and Development System. Identify training needs and ensure the implementation of suitable training programmes. Maintain discipline and ensure sound Labour Relations within the institution in terms or laid down policies and procedures. Ensure the high risks areas in human Resource Practices are effectively and efficiently managed guided by the departmental policies and procedures. Ensure adequate availability and efficient utilization and retention of staff. Provide expert advice to management in all aspects of human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J.M Jele Tel No: (034) 328 8148
<u>FOR ATTENTION NOTE</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940. The Recruitment Officer This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 10 November 2023
- POST 39/118** : **ENGINEER: INFRASTRUTURE (GRADE A-C) REF NO: MAD 46/2023 (X1 POST)**
- SALARY** : Grade A: R795 147 – R847 221 per annum
Grade B: R894 042 – R962 292 per annum
Grade C: R1 020 087 – R1 197 978 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
Degree in Mechanical/ Electrical Engineering/ Equivalent Qualification. Registered with ECSA as a Professional Engineer. Valid driver's license. 3 years' experience post qualification. Knowledge, Skills and Competencies required: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/ Treasury regulations/Practice Notes/ Instructions/ circulars/ construction procurement system. Provincial/Departmental Supply Chain Management Policies. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and regulations. Quantity surveying profession Act 2000. National Building Standards Act of 1997 and Regulation. Government Immovable Asset Management Act of 2007. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as Issued by CIDB. Project and construction Management Act of 2000. Promotion of Access to inform Act of 2000. Promotion of Administrative Justice Act of 2000. Health and Act Regulations. National Environmental Management Act of 1998. Engineering Professional Act of 2000. Applying expertise and Technology. Adhering to principles and values. Deciding and initiating action, delivering results and meeting customers' expectations. Writing and reporting. Formulating strategies and concept. Planning and organizing. Computer literate.
- DUTIES** : Ensure infrastructure programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. Effective and efficient management of resources within maintenance and infrastructure development. Co-ordinate and participate in project commissioning, including site visits. Review maintenance plans and budgets on completion of projects.
- ENQUIRIES APPLICATIONS** : Mr A.N Ndamane Tel No: (034) 328 8030
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION NOTE** : The Recruitment Officer
Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to

shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/119** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NDW/AMN/16/2023**
- SALARY** : R683 838 per annum. Other Benefits: 13th cheque, medical aid (optional) housing allowance (employee must meet prescribed requirements), rural allowance 8%
- CENTRE REQUIREMENTS** : Ndwedwe CHC
Standard 10/Grade 12. Diploma/degree in General Nursing and Midwifery. Post Basic qualification in Primary Health Care. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Drivers licence. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Team building and interpersonal relations. Good communication skills. Computer skills.
- DUTIES** : Strategically lead and supervise all PHC services to provide quality nursing care within the catchment area. Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services/programs aligning to those of the department. Ensure that all priority programs are implement, Facilitate the realization and maintenance of ideal clinic program. Analyse operational imperatives set in the national PHC package, National norms and standard, Policies and guidelines for implementation of better outcomes. Monitor and evaluate staff performance in terms of employee Performance Management Development Systems (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation Sukuma Sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Facilitate, analyse and interpret statistics including PHC programme indicators.
- ENQUIRIES APPLICATIONS** : Mrs NS Langa Tel No: (032) 532 3050
All applicants should be forwarded to: The Chief Executive Officer, lleembe.HRJobapplication@kznhealth.gov.za, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342.
- FOR ATTENTION NOTE** : Mrs NS Langa Tel No: (032) 532 3050
Directions to candidates: The following documents must be submitted: Detailed CV and application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted. In application the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of

applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

- CLOSING DATE** : 10 November 2023
- POST 39/120** : **HEAD OF DEPARTMENT (MIDWIFERY) REF NO: CJMNC06/2023 (X1 POST)**
Component: Charles Johnson Memorial Nursing Campus
- SALARY** : R645 720 per annum. Plus 13th cheque, 12% rural allowance, medical aid (optional) and housing allowance (home owners allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital
Senior Certificate/Grade 12 plus; A Diploma/Degree in Nursing, Midwifery and Community Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Current Registration with the South African Nursing Council (SANC) 2023 plus; A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC; At least four (4) years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Unendorsed valid driver's license. Recommendations: Masters' Degree in Nursing, A post-registration qualification in Nursing Management/Nursing Administration/Health Service Management. Basic computer literacy course. Knowledge, Skills and Experience: The incumbent of the post will report to the Principal of CJM Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing ACT, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of Basic and Post Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post Graduate Diploma in Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within deadlines.
- DUTIES** : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure to students between campus and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates teaching and learning of R171 programme. Develops and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the Campus.
- ENQUIRIES** : Ms RE Khoza Tel No: (034) 271 6412

- APPLICATIONS** : Applications must be forwarded to: The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 or hand delivered to Charles Johnson Memorial Hospital, HR
- FOR ATTENTION NOTE** : Human Resource Manager
 : The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC07/2023. Faxed and emailed applications will not be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Please note that due to financial constraints, No S&T claims will be considered for payment to candidates that are invited for interviews.
- CLOSING DATE** : 10 November 2023
- POST 39/121** : **OPERATIONAL MANAGER NURSING PHC REF NO: OPM PHC NKW 48/2023 (X1 POST)**
 Component: Nkwalini Clinic
- SALARY** : Grade 1: R627 474 - R703 752 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
 : Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills.
- DUTIES** : Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.

ENQUIRIES : Nursing Manager: Mr MT Dube Tel No: (035) 473 4500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 10 November 2023

POST 39/122 : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: EMP52/2023**
Component: Night Services

SALARY : R627 474 – R703 752 per annum. Plus 13th cheque, home owners allowance employee must meet prescribed requirements), medical aid (optional)

CENTRE : Queen Nandi Regional Hospital (Empangeni)

REQUIREMENTS : Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Post basic qualification in Advance Midwifery with a duration of at least 1 year, accredited with the SANC. Registration Certificate with South African Nursing (SANC). Current registration (2023) with South African Nursing Council (SANC). Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC, at least 5 years of the period referred to must be appropriate/recognizable experience in Maternity after obtaining the 1 year post basic qualification in Advance Midwifery. Knowledge, Skills, Competencies Required: Knowledge of Nursing Legislation and related legal and ethical nursing practices. Problem solving and negotiation skills. Knowledge of Code of Conduct and Labour Relations. Knowledge of Batho Pele Principles and patients' rights charter. Basic understanding of Human Resource and Finance Policies. Good communication and leadership skills. Basic computer literacy as a support tool to enhance service delivery. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks.

DUTIES : Supervise the hospital during the night. Do rounds throughout the hospital. Demonstrate effective communication with patients, visitors, supervisors, and other health professionals and junior colleagues. Work as part of multi-disciplinary team at hospital level to ensure good nursing care by the nursing team. Work effectively at a supervisory level with persons of diverse intellectual. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the hospital adheres to principles of Batho Pele. Monitor and evaluate staff performance in terms of EPMDS. Ensure proper utilization of resources and exercise care over government properly. Ensure staff development and updates on current changes in clients management. Implementation and management of Infection control and prevention protocols. Ensure effective and harmonious management of the hospital during the night. Ensure smooth running of all processes during the night including support services e.g. Blood Bank

		Laboratory, Cleaning, Security, transport, etc. Ensure adequate staff coverage and distribution where need be. Manage all complaints in an amicable manner.
<u>ENQUIRIES</u>	:	Mrs J Marais Tel No: (035) 907 7005
<u>APPLICATIONS</u>	:	All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/123</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: SAH 37/2023 (X1 POST)</u>
<u>SALARY</u>	:	R578 367 per annum. Other Benefits: 13th cheque, 17% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	ST Andrews Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12. A National Diploma/Degree in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer PLUS 5 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 3 years must be at a Supervisory level. Skills: Sound knowledge of Diagnostic Radiography procedures and equipment. Sound knowledge of radiography techniques and views. Sound Knowledge of quality assurance tests. Sound Knowledge of radiation control and safety regulation. Sound knowledge of relevant legislature. Sound communication and problem solving skills. Good Interpersonal skills.
<u>DUTIES</u>	:	Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control requirements. Strengthen and monitor the implementation of equipment maintenance programme. Strengthen the management of Human Resources. Improve the quality of Radiography services. Develop, Implement and monitor adherence

to policies, standard procedures and all other applicable legislations. Execute all clinical procedures competently to prevent complications. Monitor and perform 24 hour Radiology service. Facilitate, promote and attend clinical and non-clinical in service education and training. Participate in Quality assurance and Quality improvement program. Uphold patients' rights and promote Batho Pele Principles in the execution of duties for effective service delivery.

- ENQUIRIES** : Dr B Bunwarie Tel No: (039) 433 1955, ext. 214
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 10 November 2023
- POST 39/124** : **LECTURER- CLINICAL FACILITATOR REF NO: CJMNC07/2023 (X1 POST)**
Component: Charles Johnson Memorial Nursing Campus
- SALARY** : PND1: R431 265 per annum
PND2: R528 696 per annum
Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))
- CENTRE** : Charles Johnson Memorial Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 plus; A Diploma/Degree in Nursing and Midwifery Plus A post registration qualification in Nursing Education registered with the South African Nursing Council, Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher plus; **PND 1:** A minimum of 4 (four) years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC. **PND 2:** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10 (Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid driver's licence. Recommendations: Master's Degree in Nursing, Basic Computer Literacy. Knowledge, Skills and Competences: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.
- DUTIES** : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the Campus and Clinical area. Implement assessment strategies to determine student nurses

competencies. Exercise control over student nurses. Help learners to integrate theoretical practical knowledge and continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. Implement the quality management system for the Nursing Education Institution. Implement the new programmes in line with SANC and CHE regulations. Support the mission and promote the image of the Campus.

- NOTE** : The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC07/2023. Faxed and emailed applications will not be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Please note that due to financial constraints, No S&T claims will be considered for payment to candidates that are invited for interviews.
- ENQUIRIES APPLICATIONS** : Ms RE Khoza Tel No: (034) 271 6412
- CLOSING DATE** : Applications must be forwarded to: The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 or hand delivered to Charles Johnson Memorial Hospital HR
- POST 39/125** : 10 November 2023
- SALARY** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – STEADVILLE CLINIC REF NO: LRH 74/2023 (X1 POST)**
Grade 1: R 431 265 – R 497 193 per annum
Grade 2: R 528 696 – R 645 720 per annum
Other Benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional), 8% inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital (Primary Health Care)
Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by human resource department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required. Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening 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. Co-ordinating and planning skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and

promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES : Mrs N Nkehli Tel No: (036) 637 2111
APPLICATIONS : All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Manager, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr S.L.Dlozi
NOTE : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 10 November 2023

POST 39/126 : **PROFESSIONAL NURSE SPECIALTY: TRAUMA UNIT REF NO: ADD/TRAUMA43 /2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum

CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Trauma and Emergency Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience: **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience: **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper

treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

- ENQUIRIES** : Matron B.N Ndhlovu Tel No: (031) 327 2000
- APPLICATIONS** : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or Dropped off in the "Application Box", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban
- FOR ATTENTION** : Human Resource Department
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
- CLOSING DATE** : 10 November 2023
- POST 39/127** : **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: ADD/OT44 /2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality-Operating Theatre. Experience **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality-Operating Theatre. Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills,

Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: (031) 327 2000
APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the "Application Box", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 10 November 2023

POST 39/128 : **PROFESSIONAL NURSE SPECIALTY: INTENSIVE CRITICAL CARE REF NO: ADD/ICU45/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum

CENTRE : Addington Hospital: KwaZulu-Natal
REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Critical Care Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality-Critical Care Nursing Science.

Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality-Intensive Critical Care. Experience **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality-Intensive Critical Care. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: (031) 327 2000
APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or Dropped off in the "Application Box", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S&T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 10 November 2023

POST 39/129 : **CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 – KLEINFONTAIN CLINIC REF NO: LRH 75/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 : Grade 2: R528 696 – R645 720 per annum
 : Other Benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional), 8% inhospitable rural allowance.

CENTRE REQUIREMENTS : Ladysmith Regional Hospital (Primary Health Care)
 : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department: Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening 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. Co-ordinating and planning skills.

DUTIES : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES APPLICATIONS : Mrs N Nkehli Tel No: (036) 637 2111
 : All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Manager, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE : Mr S.L.Dlozi
 : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice

of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/130</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 – OUTERWEST MOBILE CLINIC REF NO: LRH 76/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital (Primary Health Care) Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC of current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment ,Treatment and Care. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening 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. Co-ordinating and planning skills.
<u>DUTIES</u>	:	Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs N Nkehli Tel No: (036) 637 2111 All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
<u>FOR ATTENTION NOTE</u>	:	Mr S.L.Dlozi Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be

acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/131** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – DRIEFONTEIN MOBILE 2 REF NO: LRH 77/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional), 8% inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital (Primary Health Care)
Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required. Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening 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. Co-ordinating and planning skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.
- ENQUIRIES APPLICATIONS** : Mrs N Nkehli Tel No: (036) 637 2111
All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za or be posted to: The Human Resource Manager, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370
- FOR ATTENTION NOTE** : Mr S.L.Dlozi
Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/132** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE KING DINUZULU CLINIC REF NO: CNP KDC 41/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counselling skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager

<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/133</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY</u> <u>CLINIC REF NO: CNP GW 42/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1 : minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience Grade 2 : minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counselling skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care

	:	including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<u>ENQUIRIES</u>	:	Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/134</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE EKUPHUMULENI CLINIC REF NO: CNP EKUP 49/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Experience Grade 1 : minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing or advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience Grade 2 : minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counselling skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform

a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

<u>ENQUIRIES</u>	:	Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/135</u>	:	<u>PROFESSIONAL NURSE SPECIALTY NURSING, PAEDIATRICS</u> <u>DEPARTMENT REF NO: PN SPEC 43/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12). Degree/Diploma in General Nursing with midwifery. Current Registration with South African Nursing Council as a General Nurse. A post basic qualification in Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience Grade 1 : A post basic qualification in Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Experience Grade 2 : A post basic qualification in Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1- year post basic qualification in Child Nursing Science. Knowledge, skills, training and competencies required: Knowledge and insight into nursing processes and procedures. Demonstrate an understanding of nursing legislation and related legal and ethical nursing

		practices. Appropriate understanding on nursing scope of practise and nursing standards as determined by Child Nursing Health Care Act. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct.
<u>DUTIES</u>	:	Implement Child Health Care Programmes. Coordination of optimal, holistic specialised nursing care provided within set standards a professional/Legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Support the Mother Baby Friendly Initiative. Establish and maintain constructive working relationships with nursing and other stakeholders. Establish and maintain adherence to clinical governance pillars and processes. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Maintain professional growth/ethical standards and self-development. Compile daily, monthly and quarterly report.
<u>ENQUIRIES</u>	:	Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/136</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 10/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Theatre
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Operating theatre technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating theatre technique. Grade 2: Diploma/ Degree in General Nursing and Midwifery plus 1 year post basic qualification in Operating theatre technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Operating theatre

		technique. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<u>ENQUIRIES</u>	:	Mrs MR Singh Tel No: (039) 433 1955, ext. 211
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/137</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE REF NO: SAH 23/2023 (X1 POST)</u> Re-advertisement
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Casualty
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical Care. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing. Current registration with SANC as a General Nurse and Trauma Nursing Science or Critical care. Grade 2: Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Trauma Nursing Science or Critical care. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing. At least 10 years of the period mentioned above must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and

		Trauma Nursing science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<u>ENQUIRIES</u>	:	Mrs MR Singh Tel No: (039) 433 1955, ext. 211
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/138</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHMBOTH001/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 13 th cheese, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	Mbotho Clinic
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be

requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills Charter.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or email to Standrewhospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION NOTE : Human Resources Manager

Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must

accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE : 10 November 2023

POST 39/139 : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 05/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Elim Clinic
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize_own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital, Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION : Human Resources Management

CLOSING DATE : 10 November 2023

POST 39/140 : **CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 01/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : KwaJali Clinic
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills And Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital, Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION CLOSING DATE : Human Resources Management
: 10 November 2023

POST 39/141 : **CLINICAL NURSE PRACTITIONER REF NO: SAHXHAMINI10/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Xhamini Clinic
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills And Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955 ST Andrews Hospital, Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standrewshospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION CLOSING DATE : Human Resources Management
: 10 November 2023

POST 39/142 : **CLINICAL NURSE PRACTITIONER REF NO: SAH PISGAH 01/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Pisgah Clinic
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic, Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills And Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955 ST Andrews Hospital, Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: The Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION CLOSING DATE : Human Resources Management
: 10 November 2023

<u>POST 39/143</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 61 /2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Thembumusa Clinic An appropriate B Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Registration with SANC for 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<u>DUTIES</u>	:	Quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for clients and community.3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Nutritional services. Antenatal care services/ PMTCT and post-natal care services. Deliveries. Centre for chronic medicine dispensing and distribution (CCMDD) and chronics (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences.
<u>ENQUIRIES</u>	:	Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext. 5918
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office No: 9. Applicants are encouraged to used courier service since we are experiencing challenges with post office.
<u>NOTE</u>	:	Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za .The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that

are invited for an interview. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 10 November 2023
- POST 39/144** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 30/2023 (X1 POST)**
Component: Nursing – Critical Care/ICU/Trauma
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum.
Other Benefits: 13th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% Rural allowance
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
Degree/Diploma qualification that allows registration to General Nursing Relevant post basic qualification (Diploma in Critical Care/Trauma) plus Registration certificate with South African Nursing Council (SANC) plus Current SANC registration (2023). Experience: Prof Nurse: Specialty **Grade 1**: is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Specialty **Grade 2**: is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
- DUTIES** : Provision of optimal, holistic specialized critical nursing care with set standards within professional / legal framework. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage ventilated babies and mothers and report when necessary.
- ENQUIRIES APPLICATIONS** : Mrs J Marais Tel No: (035) 907 7005
All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION** : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following

checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

- CLOSING DATE** : 10 November 2023
- POST 39/145** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 53/2023 (X1 POST)**
Component: Nursing – Theatre & CSSD
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, home owners allowance employee must meet prescribed requirements, Medical Aid Optional, 8% Rural allowance
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital (Empangeni)
Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Relevant post basic qualification (Diploma in Operating Theatre Training - DOTT). Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2023). Experience: Prof Nurse: Specialty **Grade 1:** is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Specialty **Grade 2:** is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
- DUTIES** : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of Swabs and instruments in Theatre. To provide immediate care to all patients that have been operated. To prepare for the operations ensuring smooth running of Theatre.

<u>ENQUIRIES</u>	:	Mrs J Marais Tel No: (035) 907 7005
<u>APPLICATIONS</u>	:	All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/146</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 54/2023 (X1 POST)</u> Component: Nursing – Advanced Midwife
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional), 8% rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Queen Nandi Regional Hospital (Empangeni) Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Plus a relevant post basic qualification (Diploma in Advanced Midwifery & Neonatal Nursing Science). Registration certificate with South African Nursing Council (SANC) Current SANC receipt (2023). Experience: Prof Nurse: Speciality Grade 1 : is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Speciality Grade 2 : is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written,

leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Be able to manage neonates from birth.

ENQUIRIES : Mrs J Marais Tel No: (035) 907 7005
APPLICATIONS : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

FOR ATTENTION : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011

NOTE : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

CLOSING DATE : 10 November 2023

<u>POST 39/147</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1/2 REF NO: EMP 55/2023 (X1 POST)</u> Component: Neonatal Services
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: 13th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional). 8% Rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Queen Nandi Regional Hospital (Empangeni) Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Relevant post basic qualification (Diploma in Child Nursing Care) registration certificate with South African Nursing Council (SANC). Current SANC receipt (2023). Experience: Prof Nurse: Specialty Grade 1 : is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. Prof Nurse: Specialty Grade 2 : is a minimum of 14 years' experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
<u>DUTIES</u>	:	Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all child health programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs J Marais Tel No: (035) 907 7005 All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after

the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

- CLOSING DATE** : 10 November 2023
- POST 39/148** : **ASSISTANT DIRECTOR: HR MANAGEMENT REF NO: PMMH/AD/PRAC/1/2023 (X1 POST)**
Component: Human Resource Practices
- SALARY** : R424 104 - R 496 467 per annum (Level 09). Other Benefits: Home owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Degree/National Diploma in Human Resource Management / Public Management / Public Administration/ Industrial/ labour relations. Experience: A minimum of five (5) years relevant experience in Human Resource Practices of which 3 years should be on supervisory level (Level 7). A letter of confirmation of supervisory experience in an official letterhead of the employer endorsed by the HR Manager must be submitted only for shortlisted candidates. Recommendation: PERSAL and computer literacy certificates. Unendorsed valid driving license. Experience in the public health facility/sector is desirable and will be an added advantage. Knowledge, Skills Training and Competencies Required: Knowledge and understanding of Public Service legislative framework. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, Knowledge of PILIR Framework, Knowledge of OSD Framework and other Legislative Prescripts that govern Human Resource Management. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Good writing and communication skills. Must have leadership, planning, organizing, and problem solving and conflict management skills. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment. Driver's license and computer literacy (MS Word, MS Excel, MS Outlook and PowerPoint) is essential.
- DUTIES** : Manages the day to day functioning of HR Practices section in the Hospital in order to ensure that the high quality of services is being provided. Ensure the effective, efficient and economical management of allocated resources of the section. Provide training, advice and guidance to staff. Provide strategic and operational support to staff and line managers. Manage EPMDS within the component. Manage potential risks and mitigation strategies. Compile and submit reports or any other HR related submissions. Manage audit queries. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend changes; participate in directing and implementing approved changes. Serve as member on a variety of committees; prepare and present staff reports and other necessary correspondence. Respond to and resolve difficult and sensitive inquiries and complaints. Ensures that the advertising, recruitment, selection appointment and transfer practices is in accordance with laid down policies and procedures. Ensures that the payment of all benefits (fringe and exits) and allowances are done accurately. Participates in the development of HR strategies and policies. Serve as reviser for all Persal users at the Hospital. Perform related duties as required.
- ENQUIRIES** : Ms V.B. Ngcobo Tel No: (031) 907 8308

APPLICATIONS : Applications to be forwarded to: The Human Resource Manager or hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE : Mr M.F. Mlambo

: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH/AD/PRAC/1/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. 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). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE : 10 November 2023

POST 39/149 : **RADIOGRAPHER GRADE 1, 2 & 3 REF NO: BETH 54/2023 (X1 POST)**

SALARY : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
Plus 17% rural allowance plus: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Bethesda District Hospital - (KwaZulu - Natal)

: **Grade 1:** Grade 12 / Senior Certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Current registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Knowledge, Skills, Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of

		relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.
<u>DUTIES</u>	:	To provide high quality Diagnostic Radiographic service according to patient's needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To perform reception and/ or clerical duties as required. To participate in shift and standby duties including night, weekend and public holidays. To educate patients on their conditions whilst ensuring that patients' rights are upheld. To compile reports as required In working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To uphold patients' rights and promote Batho Pele principles in execution of duties. To inspect and utilize equipment professionally and thus ensure compliances with safety regulations. Participate in quality assurance and quality improvement. Participate and comply with National Core Standards.
<u>ENQUIRIES</u>	:	Ms L.N Mthembu (AD: Radiographer) Tel No: (035) 595 3125, Email: BethesdaHospital.HRJobApplication@kznhealth.gov.za
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website- www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. 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 reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/150</u>	:	<u>OCCUPATIONAL THERAPIST: GRADE 1 REF NO: HRM 90/2023 (X1 POST)</u> Directorate: Occupational Therapy Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 622 – R408 201 per annum, (including benefits) King Edward VIII Hospital complex Matric/Senior Certificate or equivalent qualification plus Degree/Diploma in Occupational Therapy plus Registration with HPCSA as an Occupational Therapist plus Current registration with HPCSA as an Occupational Therapist PLUS No experience required in respect of a South African citizen who is required to perform community service or is currently completing community service, A minimum of one (01) year experience after registration with HPCSA as an Occupational Therapist with recognized foreign health professional council in respect of. Recommendations: Computer Literacy, valid code 08 drivers license. Knowledge, Skills, Training and Competencies Required: Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies, Sound knowledge in the application of Clinical Occupational Therapy theory, practice and ethics, Sound Knowledge and skill in Occupational Therapy Paediatric and General Diagnostic and therapeutic procedures, Good Skills and knowledge in the use of Occupational Therapy equipment and assistive devices, Good Knowledge of Institutional Administrative tasks and duties, Good Knowledge of Ethical code and scope of practice, Excellent verbal and written communication Skills, Ability to

		problem-solving and apply analytical processes to patient care and management processes, Good interpersonal skills, Ability to plan and work well within a Multidisciplinary team.
<u>DUTIES</u>	:	Perform all delegated Clinical responsibilities within applicable legislation, To provide high quality diagnostic and therapeutic occupational therapy services according to patients needs with the ability to provide patients, caregivers, family with relevant information on occupational therapy, Manage a Clinical caseload with accountability and responsibility, Ensure a comprehensive paediatric and general OT service: encompassing assessment, treatment, caregiver training, outreach, group work, FCE, assistive device manufacture, assessment and issue of wheelchairs/buggies, manufacture of pressure garments, Mandatory participation in outreach program to Sister Hospital, Assessment and provision of treatment in the Psych unit of the Hospital, Contribute to the development and implementation of Quality Improvement Programs and awareness programs as delegated, Participate in and or/ assist with supervision, support and mentorship of students, Participate in and contribute to professional development program and teaching, Assume effective administrative responsibilities: report writing, statistics, audits, meetings, Resource management, Ensure good interpersonal skills with staff, patients, other role players in the MDT and within the institution., Assist to ensure a cost effective and efficient service with available resources, To promote and adhere to the implementation of Batho Pele principles in the execution of duties for effective service delivery. , Contribute positively to the Aims and Ethos of the OT Department through all interactions, collaborations, interventions and team work.
<u>ENQUIRIES</u>	:	Dr. K.B. Bilenge Tel No: (031) 360 3854
<u>APPLICATIONS</u>	:	All applications can either be submitted via email to twigggy.garib@kznhealth.gov.za and kingedwardhospitalHRJobapplication@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red box marked "applications" next to the ATM in the Administration building
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus Proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/151</u>	:	<u>OPTOMETRIST REF NO: CJMH 30 /2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 per annum Grade 2: R420 015 per annum Grade 3: R491 676 per annum Other Benefits: 13th Cheque Rural, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Charles Johnson Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Senior certificate, appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist, Current registration with the Health Professions Council of South Africa as an Optometrist. Grade 1: No experience required after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist, Grade 2: A minimum of five (5) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist, Grade 3: A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA)

as an Optometrist. Only fully completed and signed Z83 form and detailed CV must be submitted. Only shortlisted candidates must submit certificate of service endorsed by Human Resource Office and qualification certificate. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills, Good interpersonal skills, Knowledge of departmental administrative tasks, Knowledge of ethical code of practice, Ability to problem-solving and apply analytical processes to patient care, Supervisory skills for junior and students.

- DUTIES** : Conduct screening and comprehensive eye and visual examinations, Provide clinical and professional intervention, order and dispense optical devices, Screen and diagnose eye problems associated with systematic diseases, Ensure execution of appropriate treatment and provide visual counselling, Refer patients requiring more specialized care to specific institution for further management, Maintain accurate patient medical records and compile daily statistics, Be part of multidisciplinary team in patient management and link with external service providers, NGO's and organizations for persons living with disabilities for holistic care, Assist with management of department, ordering and maintenance of departmental equipment, Ensure rotational visits to attached clinics to provide optometry services conduct or partake in departmental in service training, Participate in clinical audits and quality improvement programs, Participate in planned healthcare awareness's and outreach campaign to communities.
- ENQUIRIES** : Dr TIW Khumalo Tel No: (034) 271 6404
- APPLICATIONS** : All application should be forwarded to: zanele.zwane@kznhealth.gov.za or hand delivered to Registry Office, Lot 92 Hlubi Street, C. J. M. Hospital Nqutu Human Resource Manager
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Due to cost containment no S&T or relocation expenses will be paid. those who had No late applications beyond 16h00 of the closing date will be considered.
- CLOSING DATE** : 10 November 2023 by 16h00
- POST 39/152** : **DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3 REF NO: EMP57/2023 (X1 POST)**
Component: Professionals Aligned to Medical Services (PAMS)
- SALARY** : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other Benefits: 13th cheque, home owners allowance (employee must meet the prescribed requirements), medical aid (optional): 12% of basic salary - in-hospitable allowance
- CENTRE** : Queen Nandi Regional Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer plus Registration certificate with HPCSA as a Diagnostic Radiographer plus Current registration with HPCSA (2023-2024). Experience Required: **Grade 1:** None after registration with HPCSA as a Diagnostic Radiographer, **Grade 2:** Minimum of 10 years' experience after registration with HPCSA as a Diagnostic Radiographer, **Grade 3:** Minimum of 20 years' experience after registration with HPCSA as a Diagnostic Radiographer. Knowledge, Skills, Competencies Required: Sound knowledge of Ultrasound procedures and equipment. Competent in scanning all levels of obstetric and gynae. Compliant in identifying pathologies and committed to research and continuous personal development. Be able to work under pressure and ensure service delivery is not compromised. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Knowledge of Radiation Control and Safety Regulation. Sound communication and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance test. Computer literacy, report writing and administrative skills.
- DUTIES** : Provide a high quality ultrasound service according to patient needs. Participate in shift and standby duties including nights, weekends and public holidays. Ensure optimal care of patients, correct interpretation of ultrasound scans. Participate in quality assurance and quality improvement programme. General administrative duties, report writing and reception duties as allocated. Play a role in institutional radiographic policy making and planning for service improvement. Provide guidance and supervision to Junior Radiographers and

		staff within the component. To participate and comply with National Core Standards.
<u>ENQUIRIES</u>	:	Ms D. Moodley Tel No: (035) 907 7039
<u>APPLICATIONS</u>	:	All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/153</u>	:	<u>EMPLOYEE ASSISTANT PRACTITIONER REF NO: EAP 44/2023 (X1 POST)</u> Component: Human Resource Management-Wellness
<u>SALARY</u>	:	R359 517 - R420 402 per annum (Level 08). Other Benefits: medical aid (optional) housing allowance: employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Grade 12/Senior certificate. Bachelor's Degree/National Diploma in Social Science/Social Work or National Diploma in Employee Wellness. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Sector. Sound Knowledge in Employee Wellness. Knowledge in developing guidelines and standards. HIV/AIDS counselling skills. Crisis Management skills. Ability to maintain a high level of confidentiality. Good communication and conflict management skills. Computer Literacy.
<u>DUTIES</u>	:	To develop, implement and manage a comprehensive sustainable and effective Employee Wellness Programme at institutional level. Ensure the

implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme. Provide and assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience. Ensure the implementation of Special Programmes such as HCT, Financial Wellness, ie retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism management. Marketing and promotion of Employee Wellness Program within the institution

- ENQUIRIES** : Assistant Director: Human Resource Management Mrs GZ Dube Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 10 November 2023 before 16H00
- POST 39/154** : **PHYSIOTHERAPIST (GRD1/GR2/GRD3) REF NO: NDW/PHY/17/2023**
- SALARY** : R359 322 – R491 676 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Service Bonus, Housing Allowance (employee must meet prescribed requirements), Rural allowance 12%
- CENTRE REQUIREMENTS** : Ndwedwe CHC
 : National Senior Certificate (Grade 12)/ standard 10. Degree/Diploma in Physiotherapist; and Current registration with Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Annual HPCSA registration. Computer literacy Certificate e.g. Ms Word. Recommendations: Possession of drivers licence code 8(B) or 10 (C1). Knowledge/Skills Training and Competencies Required: Sound knowledge of current health and public legislations, regulations, policies and procedures. Knowledge in the application of clinical physiotherapy theory, practice and ethics. Adequate communication (verbal and written) and problem solving skills and team building. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to function under pressure. Ability to plan and prioritize in the execution of daily tasks. Computer literacy, Ms Software application. Ability to always communicate in a professional manner.
- DUTIES** : To provide high quality diagnosis and therapeutic services according to patients' needs and to provide the patient with factual information on Physiotherapy. Execute all clinical procedure and programmes competently utilizing available resource s effectively and efficiently. Active involvement in the implementation of rehabilitation programs at Primary Health Care Facilities. To ensure quality service delivery in the department through the facilitation and implementation of Quality Improvements Projects and

programs. Interpretation of data, Analysis and compilation narratives. Adhering to the departmental regulations, code of conduct discipline and ethical principles. Assist with the supervision of the Community Service Physiotherapists, physiotherapy technician and support staff. Assist with the implementation and evaluation of EPMDS. Participate in the compilation of the Operational plan, Business Plan and Procurement Plan. Supervise allocated students according to the agreement with tertiary institutions and contribute to related training activities. Compile reports and memos required within the ambit of delegation and environment. Participate and contribute to the overall well-being of patients in a multi-disciplinary team effort in treatment and psychosocial rehabilitation of the patients. To maintain clinical profiles of individual patients. To maintain ongoing Professional development programs. Manage allocated Human resources according to regulations of the department, public service and health professional council of South Africa. To ensure that all physical resources and equipment are correctly managed. Motivation for and ordering of non-stock items. Participate in monitoring and evaluation programmes of the physiotherapy department, such as clinical and documentation audits, leaves and attendance register audits, norms and standards and ideal assessments. Serve as a representative in committees and implement infection control and Health & Safety policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Dr O. Ayeni Tel No: (032) 532 3050
 : All applicants should be forwarded to: The Chief Executive Officer, Ilembe Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342 or email: HRJobapplication@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Dr. O Ayeni
 : Directions to candidates The following documents must be submitted: Detailed CV. Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S&T claims.

CLOSING DATE

: 10 November 2023

POST 39/155

: **ARTISAN FOREMAN: (ELECTRICAL, PLUMBING, MECHANICAL, CARPENTRY, WELDING) REF NO: SAH 38/2023 (X1 POST)**

SALARY

: R344 811 per annum. Other Benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional)

**CENTRE
REQUIREMENTS**

: ST Andrews Hospital
 : Grade 12 or equivalent. Recognized trade test certificate in any of the trades (electrical, plumbing, mechanical, carpentry, welding) in terms of section 13(2)(h) of the Manpower Act of 1981 as amended plus 5 years appropriate/recognizable experience after obtaining the relevant trade test. Valid code 08 driver's license. Skills: Sound knowledge of the occupational health and safety act. Good communication skills, team work, creativity, self-management, problem solving, decision making, analytical skills, planning and organizing. Technical analysis knowledge and Computer aided technical applications. Report writing and production process knowledge and skills. Customer focus and responsiveness, communication, planning and organizing and computer skills.

DUTIES

: Supervise and mentor staff. Exercise careful and economical use of supplies and equipment. Contribute to personal development and improve standards of service delivery. Monitor maintenance of equipment and infrastructure. Inspect equipment or facility for technical faults. Repair equipment and facilities according to standards. Test repair equipment of facilities against

specifications. Update register of maintained and repaired faults. Compile and submit reports as required. Ensure adherence to safety standards, requirements and regulations.

ENQUIRIES : Mr MM Ndlovu Tel No: (039) 433 1955, ext. 237

APPLICATIONS : Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 10 November 2023

POST 39/156 : **ADMINISTRATION CLERK SUPERVISOR TRANSPORT REF NO: ACS TRAN 45/2023 (X1 POST)**
Component: Facilities Management

SALARY : R294 321 - R343 815 per annum (Level 07). Other Benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements)

CENTRE : Eshowe District Hospital

REQUIREMENTS : Grade 12/senior certificate. Minimum of 3 to 5 years' experience in Transport/Fleet Administration services. Valid Driver's Licence-Code EB. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies: Knowledge of relevant fleet management prescripts. Knowledge of vehicle maintenance and service procedure. Good verbal and written communication skills. Supervisory and interpersonal skills. Planning and organisation skills. Knowledge of fleet disposal procedure. Knowledge of traffic law.

DUTIES : Allocation of state vehicle to the drivers for official use. Ensure that drivers and other officials have valid driver's licence before issuing them with state vehicles. Ensure that pre-trip inspection is performed. Compile monthly reports. Make sure that all state vehicles are road worthy. Log books, licence and registration of vehicles are up to date. Monitor utilization of petrol cards and analyse the transactions report from the bank. Ensure that state vehicles are always clean. Ensure timeous reporting of accidents with relevant authorities. Comply with legislative prescripts of the Department of Health. Ensure effective and efficient utilization of state vehicles in a cost effective manner. Ensure timeous reporting of accidents with relevant authorities. Ensure service of vehicles within the service intervals. Manage Employee Performance Management Development System of staff in the transport department. Ensure proper management of petrol cards. Ensure petrol cards are renewed timeously, safe record keeping of petrol slips.

ENQUIRIES : Assistant Director: Facilities Management Mrs LL Ntuli Tel No: (035) 473 4500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource

		Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION NOTE</u>	:	Mrs GZ Dube: Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	10 November 2023 before 16H00
<u>POST 39/157</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: HRP 46/2023 (X1 POST)</u> Component: Human Resource Management: Recruitment & Selection
<u>SALARY</u>	:	R294 321 - R343 815 per annum (Level 07). Other Benefits: medical aid (optional) housing allowance: employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital
	:	Grade 12/Senior certificate. Bachelor's degree or National diploma in Human Resource Management/Public Management. Minimum of 3-5years' experience in Human Resource Management (Practices). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service Act, Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act. Knowledge of human resource management legislations and prescripts. Broad knowledge of the PERSAL System. Ability to maintain a high level of confidentiality. Good communication skills. Computer Literacy.
<u>DUTIES</u>	:	To provide effective and efficient recruitment and selection service to the institution in accordance with laid down policies and procedures i.e. Responsible for the advertising of vacant posts in the Institution, Co-ordinate the recruitment and selection processes. Conduct all verification processes ie verification of qualification, security checks and reference checks. Check and approve PERSAL transactions according to delegations. Assist in the compilation of Human Resource Reports and other HR activities. Assist with the National Core Standards audits (Ideal Hospital). Provide in-service training in the institution and clinics.
<u>ENQUIRIES</u>	:	Assistant Director: Human Resource Management Mrs GZ Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION NOTE</u>	:	Mrs GZ Dube: Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and

other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 10 November 2023 before 16H00 on or before the closing date
- POST 39/158** : **FINANCE MANAGEMENT OFFICER REF NO: FMO 47/2023 (X1 POST REVENUE)**
Component: Finance Management Services
- SALARY** : R294 321 - R343 815 per annum (Level 07). Other Benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Eshowe District Hospital
Grade 12 / Senior certificate. Bachelor's degree/ 3-year National Diploma in Finance Management or equivalent. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies: Knowledge of Finance. Knowledge of Public Service finance prescripts and policies. Knowledge of filing systems. Verbal and written communication skills. Finance management skills.
- DUTIES** : Maintain user-friendly filing systems of accounts. Responsible for all final revenue correspondence, write-offs, account payment categories. Monitor the collection of revenue from patients. Maintain procedures regarding the use of safe and check receipt work. Maintain effective and efficient utilization of staff.
- ENQUIRIES APPLICATIONS** : Assistant Director: Finance Ms NZB Khanyile Tel No: (035) 473 4500
Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from 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 licence, 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 10 November 2023 before 16H00

POST 39/159 : **FINANCE CLERK (SUPERVISOR) (REVENUE) REF NO: MAD 69/2023 (X1 POST)**

SALARY : R294 321 – R334 194 per annum (Level 07). 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: Senior Certificate or Equivalent. 3-5 years' work experience in financial administrative component within public Service (Accounts payable & revenue). Computer literacy: MS Office and Excel applications. Recommendations: Degree/Diploma in Finance/Financial Management/Financial Accounting / Cost and Management Accounting/Accounting Science. Valid driver's license. Knowledge, Skills and Competencies Required: Practical knowledge of Finance Component. Good planning, organizing, problem solving and team building skills. Computer literacy: MS Word, Excel, Power point and MS outlook. Knowledge of Revenue Management Policies. Good verbal and written communication, numerical skills.

DUTIES : Ensure effective, efficient and economical utilization of resources allocated to Revenue administration. Conduct, inspect and identify risk plan for the Revenue Department. Proper management of MVA patient files. Compilation and submission of monthly statistics. Develop, Implement and monitor Standard Operating Procedures and policies for improved Service delivery. Maintain filing system for all statutory accounts. Monitor collection of Revenue from patients. Maintain procedure regarding face value books and check all receipts work. Maintain control and reconcile petty cash for the Institution. Maintain effective and efficient utilization of staff. Authorize payments, journals, receipts and debts. Present revenue returns to Cash Flow Committee meeting, and monthly submission to Head Office. Reconciliation of parking, boarding and lodging.

ENQUIRIES APPLICATIONS : Mr. G.N.M Mdladla Tel No: (034) 328 8356
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION NOTE : The Recruitment Officer
: Direction to candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 10 November 2023

POST 39/160 : **HR: PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PLANNING REF NO: PSH 37/ 2023 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital
: Matric/Grade 12. Degree/National Diploma in Human Resources/Human Sciences/Public Administration/Public Management/Human Resource

Development. Recommendation. Experience in Human Resources Development. Valid Driver's license. Computer literacy- MS Office (Word, Excel, Outlook & PowerPoint). Knowledge, Skills and Competencies Required: Good verbal, communication and negotiation skills. PERSAL system. Knowledge and understanding of Skills Development Acts and other related acts. Collecting and analysing data for statistical purposes.

DUTIES : Perform duties as a Skills Development Facilitator of the institution. Ensure proper and full implementation of EPMDs. Manage and maintain a database of Human Resource Development and Planning training programmes which include: bursaries, internships, tertiary trainings programme, medical elective, skills audit and personal development plan. Coordination of Training, orientation and re orientation. Implementation of Grade progression to all qualifying staff. Develop and implement Human Resources Planning. Develop and implement Employment Equity Plan and Work Place Skills Plan. Compile training statistics and compile QMR. Provide logistics for in service training. Management and processing of Improved Qualification. Render effective advisory services to management and employees in the hospital. Provide and perform secretarial duties for IHETD committee and all HR Planning and Development related meetings. Check and approve transactions on PERSAL and ensure effective and efficient record keeping.

ENQUIRIES : Mr. ZM Zulu Tel No: (039) 688 6000
APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240

FOR ATTENTION : Mr ZM Zulu
NOTE : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). NB: Applicants are encouraged to utilise courier services. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

CLOSING DATE : 10 November 2023

POST 39/161 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: OTH CHC 36/2023 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

CENTRE : Othobothini Community Health Centre (Jozini)
REQUIREMENTS : Matric / Grade 12. 3-5 years working experience in Budget/Expenditure Control Section. Computer literacy; MS Office Software applications. Valid driver's licence. Knowledge, Skills, Training and Competencies Required: Possess in –depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Have the ability to prioritise issues and other work related matters in order to comply with time frames set. Have the ability to analyse complex information and transform that into user-friendly processes to enable management to make informed decision. High level of accuracy is required. Be computer literate with a proficiency in MS Office applications.

DUTIES : Ensure effective and efficient management of Acquisition Department. Ensure good management in logistic/warehouse management. Ensure that acquisition of goods /services activities are in accordance with the Institutional Business and Procurement Plan. Implement risk management to avoid fraud and corruption timeously. Supervision of Supply Chain Management i.e. Stores, Acquisition and Demand Management. Establish supplier's database when obtaining quotations. Manage and administer the prescribed evaluation

processes in ensuring value for money. Conduct internal audit in SCM on an ongoing basis. Prepare, analyse and submit monthly reports related to Supply Chain Management. Co-ordinate in-service training in order to promote service delivery. Assist in compilation of CEO pack.

- ENQUIRIES APPLICATIONS** : Ms. N.P Dube Tel No: (035) 572 9002
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC HR Department or email to: OthobothiniCHC.JobApp@kznhealth.gov.za / Bongiwe.Manukuza@kznhealth.gov.za
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV) .Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African males are mostly welcome to apply.
- CLOSING DATE** : 10 November 2023
- POST 39/162** : **FACILITY INFORMATION OFFICER REF NO: UMZIN/23/2023**
- SALARY** : R294 321 per annum (Level 07). Plus 13th cheque, Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Umzinyathi Health District Office
: Senior Certificate (Grade 12) or equivalent plus National Diploma/ Degree in Information Technology/ Management Information Systems/Public Management/ Management Assistant & Technology/ Human Resources Management/Librarian & Information. Valid Driver's License (Minimum Code EB). 3-5 Year experience in Data Management section with District Health Information Systems. Knowledge, Skills and Competencies Required: Strong communication skills, In Depth knowledge and skills in information Systems and Data Management, The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical Knowledge in the information Technology Environmental. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Coordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems. Monitor the implementation of the all the Health Information systems in health facility within the district (WEBDHIS/ TIER. NET/EVDS and other). Conduct training on routine Health Information Systems (WEBDHIS/ TIER. NET/EVDS i.e. Data Capturers, OM, Program Managers and other). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.net / District Health Information System (WEB DHIS)/ Electronic Drug Resistance (EDR Web). Ensure that quarterly reports are compiled, captured and submitted timeously to the next level. Presentation of health information at the health information meeting. Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district, Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC), Maintain, manipulate and ensure security of the district health and management information databased, ensure data and information integrity to accurately represent the state of service delivery in the district. Compile summary and comprehensive information feedback report (routine and non-routine). Manage EPMDS of staff in the Data Management Section Support facilities and institution in terms of Data Management. Render administrative support to the district information Office. Manage the utilization of resources allocation to the unit.
- ENQUIRIES APPLICATIONS** : Mrs. AN Shabangu Tel No: (034) 299 9100
: All applications should be forwarded to: The District Director, 34 Wilson Street, Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000, or Email: Umzinyathi.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Ms. M Ngwenya

NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 17 November 2023

POST 39/163 : **ADMINISTRATIVE CLERK SUPERVISOR (GENERAL) REF NO: NDW/ADM/15/2023**

SALARY : R294 321 per annum (Level 07). Other benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior certificate/Grade 12 or equivalent. National Diploma in Public Administration or Management will be added advantage. Minimum of Three (3-5) years' experience employed as Administration Clerk in Patient and Medical Records. Valid driver's Licence. Computer literacy: MS office software applications. Service experience endorsed and stamped by HR department. Knowledge, Skills and Competencies Required: Knowledge of the functions and regulation applicable to Patient Administration. Knowledge of office procedures and practices. Planning and organizing skills. Decision making skills, Communication, skills, Problem solving Skills. Computer literacy with proficiency in MS office software applications. Knowledge of Staff Supervision, Interpersonal Relations Knowledge. Ability to work under pressure meets the deadlines. Electronic records management system (E-health).

DUTIES : Ensure effective and efficient and economical utilisation of resources allocated to the component including the development of staff. Develop, implement and maintain Patients Administrative System and Services for the Hospital to ensure quality standard are met. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Assist with the collection and verification of patient's related information/statistics and the development of sport and accurate and timeous management reporting processes. Conduct employee's performance reviews and compile reports. Exercise control over Patients Administration and mortuary services, monitor and supervise the daily running of the component. Conducting employee's performance reviews and compiles reports. Supervise staff in Patients Administration, records and mortuary. Dealing with patients complains on daily basis. Ensure that a good filing system is running/coordinate movement of files. Optimise revenue collection. Monitor, control, usage of cash register and monies collection. Complete and maintain register. Ensure timely submission of Monthly/ Quarterly/ Annual Reports. Ensure control and protocols are in place to prevent fraud and corruption. Ensure efficient and efficient utilisation of resources. Implement and monitor quality improvement projects for the department. Implementation of EPMD systems.

ENQUIRIES : Mrs TP Ndlovu Tel No: (032) 532 3048/50

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, llembe.HRJobapplication@kznhealth.gov.za, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION : Mrs TP Ndlovu Tel No: (032) 532 3050

NOTE : Directions to candidates: The following documents must be submitted: Detailed CV. Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. No copies/qualifications/proof, only Z83 and CV submitted. In application the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 10 November 2023

<u>POST 39/164</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: NDW/FIO/14/2023</u>
<u>SALARY</u>	:	R294 321 per annum. Other benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ndwedwe CHC Senior certificate/Grade 12 or equivalent. National Diploma/Degree in Information Technology/Management Information System/Statistics/Computer Science. 2-3 years' experience in Data Management section with District Health Information Systems. Recommendations: Valid driver's Licence. Knowledge, Skills Training and Competencies Required: Strong communication skills. In Depth knowledge and skills in information Systems and Data Management. The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical Knowledge in the information Technology Environmental. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Co-ordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems. Monitor the implementation of all the Health Information systems in health facility with the district (WEBDHIS/TIER. NET/EVDS and others). Conduct training on routine Health Information Systems (WEBDHIS/TIER. NET/EVDS i.e. Data Capturers, OM, Programme Managers and others). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ERT.net/District Health Information System (WEB DHIS)/Electronic Drug Resistance (EDR Web). Ensure that quarterly reports are compiled, captured and submitted timeously to the next level. Presentation of health information at the health information meeting. Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district. Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC). Maintain, manipulate and ensure security of the district health and management information database. Ensure data and information integrity to accurately represent the state of service delivery in the district.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. K Naidoo Tel No: (032) 532 3050 All applicants should be forwarded to: The Chief Executive Officer, lleembe.HRJobapplication@kznhealth.gov.za , Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342
<u>FOR ATTENTION NOTE</u>	:	Mrs K Naidoo Tel No: (032) 532 3050 Directions to candidates: The following documents must be submitted: Detailed CV. Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za . No copies/qualifications/proof, only Z83 and CV submitted on application. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims. Preference will be given to African males and people with disabilities.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/165</u>	:	<u>ADMIN CLERK SUPERVISOR (GENERAL) REF NO: EMP48/2023</u> Component: Patient Administration
<u>SALARY</u>	:	R294 321 – R343 815 per annum. Plus 13th cheque, home owners allowance employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Queen Nandi Regional Hospital (Empangeni) Standard 10/Grade 12, 3-5 years' Experience as an Admin Clerk in Patient and Medical Records Administration in a Hospital environment. Computer Literacy (MS Word, MS Excel, MS Power-Point, MS Outlook).

Recommendations: Valid driver's license, National diploma or Equivalent in Public Administration or Management will be an added advantage. Knowledge, Skills and Competencies Required: Knowledge of the functions and regulations applicable to Patient Administration. Applicable public service policies, legislation and procedures. Knowledge of office procedures and practices. Planning and organizing skills. Decision making skills, Communication skills, Problem solving skills. Computer skills, Report writing, Staff supervision, Interpersonal relations. Ability to work under pressure and meet required deadlines. Electronic records management system (E-health system).

DUTIES : Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards are met. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Assist with the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Conduct employee's performance reviews and compile reports. Ensure efficient, effective and economical utilization of resources allocated to the component including the development of staff. Exercise control over Patient Administration and mortuary services, monitor and supervise the daily running of the component. Supervise staff in Patient Administration, records and mortuary. Dealing with patients and complaints on a daily basis. Ensure that a good filing system is running/coordinate movement of files. Optimize revenue collection. Monitor, control usage of cash register and monies collection. Complete and maintain registers. Ensure timely submission of Monthly/Quarterly/Annual Reports. Ensure control and protocols are in place to prevent fraud and corruption. Ensure efficient and effective utilization of resources. Implement and monitor quality improvement projects for the department. Implementation of EPMD systems.

ENQUIRIES : Mr M.E. Mhlongo Tel No: (035) 907 7006
APPLICATIONS : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

FOR ATTENTION : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011

NOTE : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form 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 Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB:

Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

CLOSING DATE : 10 November 2023

DEPARTMENT OF TREASURY

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

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200

FOR ATTENTION : Ms S Dumisa

CLOSING DATE : 10 November 2023

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POST

POST 39/166 : **DEPUTY DIRECTOR: SCM TRANSVERSAL POLICY AND CAPACITY BUILDING REF NO: KZNPT 23/58**

SALARY : R811 560 per annum, (all-inclusive package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A NQF Level 7 or higher qualification in SCM/Public Administration/Public Administration and Management/Financial Administration/Financial Management/ Law. A minimum of 3 years' experience in junior management level in a Supply Chain Management environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable National and Provincial policies and legislation is required, including: PFMA, MFMA, Preferential Procurement Policy Framework Act (PPPFA) and Regulations, National Treasury Instruction / practice notes and guidelines, KwaZulu-Natal Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/procedures, Public Service Regulatory Framework, and Broad Based Black Economic Empowerment Act (BBBEE). BEE Code of Good Practice. Skills: Communication, Computer literacy, Presentation, Inter-personal relations, Analytical and quantitative skills, Middle management skills, Interpretation of legislation, Project Planning and management, Financial Management, Research skills, Policy analysis and development, Decision making, Influencing, Report Writing and Conflict management skills.

DUTIES : Manage the research and analysis of various transversal legislation pertaining to SCM. Develop and maintain SCM policies, practices note, norms, standards and guidelines. Monitor the development and the implementation of Supply Chain Management policies, practice notes, norms and standards, guidelines and reviewal of implementation strategies. Manage the provisioning of SCM capacity building to departments, public entities, municipalities and municipal entities. Advise internal and external stakeholders on aspects pertaining to SCM policies, practice notes, practice notes, norms and standards and guidelines. Manage Human Resources of the Sub-directorate.

ENQUIRIES : Ms T Mlawu Tel No: (033) 897 4557

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

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

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za
- CLOSING DATE** : 10 November 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

- POST 39/167** : **MEDICAL OFFICER REF NO: NCDOH 11/2023 (X7 POSTS)**
- SALARY** : Grade 1: R906 540 per annum, (TCE package)
Grade 2: R1 034 373 per annum, (TCE package)
Grade 3: R1 197 150 per annum, (TCE package)
- CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital, Kimberley
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Officer, Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employee, 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
- ENQUIRIES** : Dr E. Olivier/Dr Saeed Tel No: (053) 8022124
- POST 39/168** : **CHIEF DIETICIAN REF NO: NCDOH 12/2023 (X1 POST)**
- SALARY** : Grade 1: R520 785 – R578 367 per annum
- CENTRE** : Robert Mangaliso Sobukwe Hospital

<u>REQUIREMENTS</u>	:	A appropriate qualification that allows registration with the HPCSA as a Dietician. Registration with the HPCSA as a dietician. A minimum of three (3) years' experience as a Dietician after registration with the HPCSA.
<u>DUTIES</u>	:	The candidate will be expected to ensure the nutrition overall management of the patients. Conduct patient assessment, counselling and treatment. Ensure availability of nutritional supplements. Ensure a functional referral system is in place for high risk patients. Ensure compliance of CPD. Coordinate and facilitate the nutrition education, promotion and advocacy program. Support National Nutrition related Health Calendar days. Ensure quality assurance of nutrition relation services. Conduct auditing, support and capacity building of SAM patients. Develop quality improvement plans. Monitoring of food services units with the National FSU tool. Collaborate with relevant internal and external stakeholders regarding the nutrition services (DOH, DOE, NGO's, CBO's, DSD etc.) Ensure monitoring and evaluation of the nutrition service. Monitor facilities to improve nutritional status and inpatient care of MAM and SAM. Monitoring data and conducting site visits to facilities.
<u>ENQUIRIES</u>	:	Dr E. Olivier Tel No: (053) 802 2124
<u>POST 39/169</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: NCDOH 13/2023 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 264 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robert Mangaliso Sobukwe Hospital Grade 1: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science. Experience: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science. Grade 2: Basic R425 qualification (i.e) diploma/degree in nursing) or equivalent qualification that allows registration the SANC as a Professional Nurse. A post – basic nursing qualification, with the SANC in one of specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1 year post – basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing case with set standards and within a professional/legal framework. Effective utilization of human and physical resources. Monitor the linen and cleaning in conjunction with housekeeping staff. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms S. Alexander Tel No: (053) 802 2130
<u>POST 39/170</u>	:	<u>PROFESSIONAL NURSE – GENERAL REF NO: NCDOH 14/2023 (X9 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum Grade 2: R358 626 – R409 275 per annum Grade 3: R431 265 – R543 969 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robert Managaliso Sobukwe Hospital Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None, Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with 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.
<u>ENQUIRIES</u>	:	Ms S. Alexander Tel No: (053) 802 2130
<u>POST 39/171</u>	:	<u>STAFF NURSE REF NO: NCDOH 15/2023 (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 99 725 – R222 939 per annum Grade 2: R237 210 – R264 948 per annum Grade 3: R277 752 – R337 860 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robert Managaliso Sobukwe Hospital Qualification that allows registration with the SANC as Staff Nurse Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with 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.
<u>ENQUIRIES</u>	:	Ms S. Alexander Tel No: (053) 802 2130
<u>POST 39/172</u>	:	<u>NURSING ASSISTANT GRADE 1-3 REF NO: NCDOH 16/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R157 761 – R175 728 per annum Grade 2: R184 026 – R205 281 per annum Grade 3: R216 876 – R264 948 per annum
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Nursing Assistant, registration with SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant, Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices, perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of elementary nursing care and nursing standards as determined by the relevant health facility, promote quality of elementary. Legal and ethical nursing practices, perform and elementary clinical nursing practice in accordance with the scope quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant facility.
<u>ENQUIRIES</u>	:	Ms S. Alexander Tel No: (053) 8022130

**PROVINCIAL ADMINISTRATION: NORTHWEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

- APPLICATIONS** : All applications must be addressed to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or Hand delivered to Human Resource Management, Ground Floor, Gabomotho Building, 760 Dr James Moroka Drive, Mmabatho, 2735.
- FOR ATTENTION** : Director: Human Capital Management: Mr T Mpuisang
- CLOSING DATE** : 20 November 2023
- NOTE** : This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g., White, Indian, Coloured and African, in the Department through the filling of posts. Women and People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees. Persons in possession of foreign qualification must furnish this Department with an evaluation certificate from South African Qualification Authority (SAQA). DPSA Circular 19 of 2022 on Part E,F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates will undergo a compulsory Competency Assessment and a Technical exercise. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. NB: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and 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.

MANGEMENT ECHELON

- POST 39/173** : **CHIEF DIRECTOR SPORT AND RECREATION REF NO: 2023/ACSR 131/NW**
This is a re-advertisement and all applicants who previously applied and encouraged to apply as previous applications will not considered.
- SALARY** : R1 371 558 per annum (Level 14), all-inclusive package
- CENTRE** : Mmabatho
- REQUIREMENTS** : A relevant undergraduate qualification (NQF 7 or an equivalent qualification), recognized by SAQA. Major subjects in the field of Sport Administration/ Science will serve as added advantage. Five (5) years appropriate experience at a senior management level in any of the three spheres of government; Experience subjects in the field of Sport Administration/ Science will serve as

added advantage. A pre-entry certificate for SMS must be completed before an appointment can be considered; Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; Good communication, managerial, organizational and writing skills; Strong negotiation and interpersonal skills; Ability to interact at a high level; Must have a valid South African driver's license (Code 08). Competencies: Strategic Capability and Leadership. People Management and Empowerment. Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation. Problem Solving and Analysis. Communication. Honesty and Integrity and the Batho Pele Principles. KPA: Manage and Coordinate Community Sport, Sport Performance, Mass Participation in Sport. Plan, develop and formulate sport strategies for all sporting codes. Oversee the coordination of sport activities including community and in-school sport. Manage and coordinate recreation in the Province.

DUTIES

: Planning and implementation of community sport (clubs development and recreation). Planning and implementation of mass participation (school sport). Planning and implementation of sport performance. Ensure and align the business strategies of North West Sport Commission, North West Sport Confederation and PROREC to the Chief Directorate Strategic plan and Annual Performance. Conduct meetings with North West Sport Commission, North West Sport Confederation and PROREC on the development of the business plan. Monitor the implementation of the business strategies of North West Sport Commission, North West Sport Confederation and PROREC. Monitor the implementation of the sport activities. Conduct monthly meetings of the Chief Directorate to assess performance. Consolidation of the sport activities report on a monthly and quarterly basis by the Chief Directorate. Consult with Recreation Structures (LOREC, DISREC and PROREC) on the implementation of recreation. Conduct quarterly meetings with PROREC to monitor the implementation of recreation. Consolidation of the PROREC report on a monthly and quarterly basis.

ENQUIRIES

: Mr T Mpuisang Tel No: (018) 388 2739

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

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 39/174 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Forensic Pathology Services

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: A minimum of 3 years' appropriate experience as a Forensic Pathologist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirement of the job: Valid (Code B/EB) driver's license, (manual transmission driver's license) and willingness to travel within the province when required. Competencies knowledge/skills): Strong leadership qualities, motivational skills, decision making, organisational and planning skills, with the ability to work under pressure. Appropriate knowledge and understanding of the Public Sector Policies (National and Provincial) governing Human and Physical Resource management, strategic management, financial management, Management of Labour Relations and the application thereof when applicable. Experience organizational change management. Understanding of quality assurance and a strong commitment to high service standards. Ability to inform service delivery with academic and research incentives and outputs. Managerial experience would be advantageous. Organizational change management experience would be advantageous. Appropriate clinical experience within an academic Forensic Pathology Environment. Appropriate experience to train and supervise staff and students.

DUTIES : Management Support to Head Clinical Department: Assistance with the administrative and executive functions of the Division and deputising for the Head Clinical Department when necessary. Assistance with clinical duties and incentives in the division that aims to improve clinical practice and service impact, as guided by the Head Clinical Department governance. Forensic Pathology Officer and Forensic Pathology Laboratory management liaison/ staff guidance and training: Advise and assist the Provincial Government of the Western Cape, Department of Health with the professional development of the Forensic Pathology Service, with guidance and instruction of junior medical staff, as well as Forensic Pathology Officer staff. Academic Component, teaching and training: Provide an effective support to the Head of the Division with regards to all undergraduate and post graduate academic functions of the Division, including active participation in all the academic activities within the Division. Maintain a strong, at least service delivery-based research portfolio. Service Delivery, Autopsy Practice: Forensic postmortem examinations and completion of all investigations and documentation related thereto. Perform and advise on forensic autopsies, postmortems as well as assistance with autopsies as required at the Tygerberg Forensic Pathology Laboratory, within the consultation area of the Division including the Westcoast, Winelands and Winelands Overberg Geographic Service Areas as required. Service Delivery: Death Scenes, Assistance to SAPS, Court Medical Jurisprudence: Attend crime scenes, present evidence to court, assess medico-legal reports, inquest dockets, and advise the state prosecutors involved in the assessing of forensic inquests, including proposals for the appointment of expert witnesses and assessors.

<u>ENQUIRIES</u>	:	Dr J Verster Tel No: (021) 9318043
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/175</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Directorate: Violence Prevention Unit
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the Health Professions Council of South (HPCSA) Africa as a Medical Specialist in Public Health. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. Grade 2: A minimum of 5 years appropriate experience as Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Grade 3: A minimum of 10 years appropriate experience as a Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Inherent requirement of the job: A valid driver's license. Willingness to work overtime and travel. Competencies (knowledge/skills): Intermediate to advanced computer literacy. Statistical analysis and data evaluation abilities. Critical thinking and reasoning skills. Policy analysis and writing skills. Innovative problem-solving skills. Project design and management skills. Good presentation and communications skills. Ability to conduct independent research and report research findings to professional and non-professional audience. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Knowledge and understanding of social and cultural dynamics within communities.
<u>DUTIES</u>	:	Design, manage and implement tools and projects to assess/improve efficiency, effectiveness and quality of violence prevention initiatives and interventions. Perform project management and report writing functions within the Directorate: Violence Prevention Unit. Provide support to the Directorate: Violence Prevention Unit in terms of data analysis and interpretation, data visualisation, monitoring and evaluation of violence prevention initiatives and interventions. Provide inputs into provincial and departmental planning processes with regards to violence prevention and safety. Management of resources with respect to Financial Management and Human Resource Management.
<u>ENQUIRIES</u>	:	Ms JO Arendse Tel No: (021) 815-8612 / Ms N Van Der Walt Tel No: (021) 815-8713
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration

		in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/176</u>	:	<u>DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 (RADIOBIOLOGY)</u>
<u>SALARY</u>	:	R946 461 per annum. A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Radiation Biology. Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Biological Scientist. Competencies (knowledge/skills): Excellent knowledge of basic and clinical radiobiology. Knowledge of oncology and cancer biology. Knowledge of basic laboratory and clinical research methodology. Good analytical and communication skills. Ability to work well independently and in a team.
<u>DUTIES</u>	:	Scientific support (Clinical radiobiology, laboratory, protocol review and clinical audits). Administration and management (Health and safety, laboratory operations, training programs). Teaching and research (Student teaching and supervision, research project development, data collection, analysis and dissemination).
<u>ENQUIRIES APPLICATIONS</u>	:	Prof J Parkes Tel No: (021) 404 4265
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	17 November 2023
<u>POST 39/177</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u>
	:	Directorate: Supply Chain Sourcing (Infrastructure Sourcing)
<u>SALARY</u>	:	R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive experience in procurement of construction and maintenance-related goods and services in the public sector. Appropriate supervisory/management experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Specific knowledge of and experience in applying the Construction Industry Development Board requirements. Competencies (knowledge/skills): Sound management, report-writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of construction and maintenance services, e.g. general building, plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Data analysis. Working knowledge of NEC3 and/or NEC4 contracts for construction procurement.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure-related commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing, with focus on commodity-based lifecycle costing. Take ownership of spend management within infrastructure services through the design and execution of innovative category management plans and delivery of optimal commercial benefits to the department. Maintain the procurement framework, including policies and standard operating procedures, for the procurement of infrastructure-related goods and services. Ensure compliance to all relevant requirements, including interaction with various governance structures within the public sector. Management of Infrastructure Sourcing team, including performance reviews, annual and sick leave management.
<u>ENQUIRIES</u>	:	Ms S Roy at (071) 882 3624

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 39/178</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Overberg District
<u>SALARY</u>	:	R497 193 per annum
<u>CENTRE</u>	:	Swellendam Hospital (Swellendam Sub-district)
<u>REQUIREMENTS</u>	:	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. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts (night and day), 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 licence. Competencies (knowledge/skills): A Good communication, interpersonal, decision-making, leadership, organizational and conflict resolution skills with a strong sense of responsibility and accountability. Be able to function independently and as part of a multi-disciplinary team. Demonstrate an in-depth knowledge of legislation pertaining to nursing and public service. Knowledge of People Management and financial policies. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer literacy.
<u>DUTIES</u>	:	Management, coordination and provision of quality comprehensive care within the facility. Effective personnel development and management within the Department. Effective financial management and procuring as well as implementing of policies, prescripts and protocols according to the public service Finance Management Act; Regulations. Ensure the promotion of Quality Assurance (Ideal Hospital, Office of Health Standards Compliance and Best Care Always), Infection prevention and control, Occupational Health and Safety within the Department. Initiate and participate in training, development and research within the nursing division. Liaise with relevant stakeholders including institutional committees. Promote health education to clients, the public and staff. Collect, verify and timeous submission of accurate statistics. Participates in formulating, monitoring and implementation of policies, guidelines, standard operating procedures and regulations within the department. Deliver an effective support service to the Nursing Manager and ensure effective coordination or the Nursing Division after hours. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms ED Whittles Tel No: (028) 514 8400
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying this post.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 39/179</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures and Logis. Working knowledge of support services management or facilities management.

- DUTIES** : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health and Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.
- ENQUIRIES** : Mr Z Mtshatsheni Tel No: (021) 918 1335
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 17 November 2023
- POST 39/180** : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)**
Directorate: Assurance
- SALARY** : R294 321 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.
- DUTIES** : Assist in the office with regards to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Offices of the Assistant Director and Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.
- ENQUIRIES** : Ms B Ngwenya Tel No: (021) 483 8431
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 17 November 2023
- POST 39/181** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District
- SALARY** : R202 233 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and stores environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good interpersonal and communication skills. Good organizing skills. Sound

theoretical and practical knowledge of Warehouse Management and procurement functions. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Knowledge of Supply Chain Management processes, LOGIS system and the Accounting Officers System (AOS).

DUTIES : Demand and acquisition management, capture requisitions, receive and issue inventory to end-user and maintain stock levels. Manage the warehouse and the transit area. Prepare stores for bi-annual stock take. Perform general LOGIS system functions pertaining to Warehousing and ordering. Ensure that all transactions comply with legislative requirements. Perform the duties of procurement of goods and services. Invite quotations on electronic procurement system (EPS). Execute compliance control related to Supply Chain Management. Handle queries in all aspects within the Supply Chain Management Department.

ENQUIRIES : Mr D Pick Tel No: (022) 921 2153

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 17 November 2023

POST 39/182 : **FOOD SERVICES AID**
Overberg District

SALARY : R125 373 per annum

CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to maintain good interpersonal skills.

DUTIES : (key result areas/outputs) Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils, and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.

ENQUIRIES : Mr NK Adams Tel No: (028) 313 5204

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Mr E Sass

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

CLOSING DATE : 17 November 2023

POST 39/183 : **HOUSEHOLD AID**
Overberg District

SALARY : R125 373 per annum

CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirements for the job: Physically able to lift/move heavy objects and working at heights requiring the use of a step ladder. Willing to work shifts, public holidays, weekends, overtime, and night duty. Ability to operate machinery and equipment. Good interpersonal skills. Relief duties in other departments when necessary. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills.

DUTIES : Responsible for cleaning duties i.e., sweeping, dusting, emptying bins, mopping, scrubbing, and polishing, cleaning windows, deep cleaning of toilets,

general refuse, medical waste handling and maintenance of general neatness and hygiene (adhere to OHS and IPC policies) daily. Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit process). Effective use, maintenance and safekeeping of supplies and equipment and cost-effective use of resources/consumables. Handling of linen (soiled lined, dirty linen, clean linen, counting of linen, packing linen room etc.). Attend Inservice training and render support to the supervisor with regards to general housekeeping duties.

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

Mr T De Wet Tel No: (028) 313-5200

The Director: Overberg District Office, Private Bag X07 Caledon, 7230.

Mr Wajdie Teegler

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

17 November 2023