



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2024

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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.

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CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za Faxed applications will not be considered.
- CLOSING DATE** : 19 February at 12:00
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Each application for employment form (Z83) must be fully completed (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached), signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applications using the incorrect application form (old Z83) will not be considered. All applications must be accompanied by fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

INTERNSHIP 2024/25

The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for Internship position from promising graduates. The Internship programme will run for a period of twenty-four (24) months with no option for extension.

OTHER POST

- POST 04/01** : **LEGAL SERVICES REF NO: 0001/2024**
- STIPEND** : R7 043.25 per month (The CPSI will pay a monthly stipend, based on the qualifications, and determine by Directive on Internship Programme)
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : An undergraduate degree in law
- DUTIES** : An undergraduate degree in law. The successful Intern will be exposed to the drafting of legal opinions, litigation matters; contracts and the drafting, processing and the interpretation of legislation related to the public administration. Personal Profile Basic skills that Interns should possess include office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.
- ENQUIRIES** : Tshepo Buthelezi Tel No: (012) 683 2817/04

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS

- : Direct your application using the address indicated below:
- Gauteng Provincial Office: Address:** The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
- Mpumalanga Provincial Office: Address:** The Provincial Head, Private Bag X11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200.
- Limpopo Provincial Office: Address:** The Provincial Head, Private Bag X9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.
- Western Cape Provincial Office: Address:** The Provincial Head: Private Bag X9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.
- KwaZulu-Natal Provincial Office: Address:** Interested applicants must submit their applications for Candidate Attorney Programme to the Justice offices / Magistrate's Courts where the position they are applying for is advertised. The Provincial Head, Private Bag X54372, Durban 4000 or hand deliver to Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban.
- North West Provincial Office: Address:** The Provincial Head, Department of Justice and Constitutional Development, Private Bag X2033, Mmabatho, 2735 or hand deliver to Provincial Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng.
- Eastern Cape Provincial Office: Address:** The Provincial Head, Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.
- Free State Provincial Office: Address:** The Provincial Head, Private Bag X20578, Bloemfontein 9300, or hand deliver to Physical Address: 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.
- Northern Cape Provincial Office: Address:** Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor.

CLOSING DATE

: 19 February 2024

NOTE

: The Department of Justice and Constitutional Development (DOJ&CD) invites all the unemployed graduates to gain workplace experience in their respective field of study. Interested applicants must submit their applications for Candidate Attorney to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A pre-employment security screening will be conducted on RSA citizenship, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. The DOJ&CD is an equal opportunity employer and candidates with disability are encouraged to apply. Who should apply? Unemployed South African graduates with a Bachelor of Laws (LLB), who have not previously participated in any internship programme or Candidate Attorney Programme. These Candidate Attorney Programmes are based in all Provinces. Candidates who wish to apply for Candidate Attorney outside their respective Provinces must be able to find their own accommodation considering that they will not be earning a salary but only a stipend. Separate applications must be made for each Office which you are applying for and quoting the relevant reference number for the office of your choice. Successful applicants will be placed in a post of Candidate Attorney, at the Centre of their choice for a period of 24 months and remunerated a stipend as follows:

CANDIDATE ATTORNEY PROGRAMME 2024/26**OTHER POSTS****POST 04/02**

: **CANDIDATE ATTORNEY PROGRAMME 2024/2026**
(Duration 24 Months)

STIPEND CENTRE

: R7000.00 per month
: Gauteng Provincial Office:
Johannesburg State Attorney Ref No: GPCA 1
Pretoria State Attorney Ref No: GPCA 2

REQUIREMENTS ENQUIRIES

: Bachelor of Laws (LLB)
: Ms Rachel Moabelo Tel No: (011) 332 9019

POST 04/03 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: MPCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Mpumalanga Provincial Office: Nelspruit State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370

POST 04/04 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Limpopo Provincial Office:
Polokwane State Attorney Ref No: LMPCA 1
Thohoyandou State Attorney Ref No: LMPCA 2
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms Mongalo MP Tel No: (015) 287 2037
Ms Lamola V Tel No: (015) 287 2035
Ms Manyaja M Tel No: (015) 287 2026
Mr Mongwe PM Tel No: (015) 287 2034
Mathosa M Tel No: (015) 287 2147

POST 04/05 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: WCCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Western Cape Provincial Office: Cape Town State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471

POST 04/06 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: KZNCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : KwaZulu Natal Provincial Office: Durban State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduuzi
Tel No: (031) 372 3076

POST 04/07 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: NWCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : North West Provincial Office: Mafikeng State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Mr Moseje B Tel No: (018) 397 7057 or Mr Bothole T Tel No: (018) 397 7111

POST 04/08 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Eastern Cape Provincial Office:
Mthatha Ref No: ECCA 1
East London State Attorney Ref No: ECCA 2
Port Elizabeth State Attorney Ref No: ECCA 3
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: Tel No (043) 702 7015 Mr A Ziqu Tel No:
Tel No (043) 702 7003 or Mr P Hattingh Tel No: Tel No (043) 702 7000

POST 04/09 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: FSCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Free State Provincial Office: Bloemfontein State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 04/10 : **CANDIDATE ATTORNEY PROGRAMME 2024/2026 REF NO: NCCA**
(Duration 24 Months)

STIPEND : R7000.00 per month
CENTRE : Northern Cape Provincial Office: Kimberly State Attorney
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBd's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

OTHER POSTS

- POST 04/11** : **DEPUTY DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: DD: R&LEDC**
- SALARY** : R811 560 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology as recognised by SAQA. 6 years experience of which 3 must be at a supervisor (Assistant Director) level within the Regional and Local Economic Development Environment. Knowledge of the Local Government sector and applicable legislation/s. Valid drivers license. Have proven competencies: Communication (Verbal and Written), Programme & Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Stakeholder Relations, Planning and Organising Skills.
- DUTIES** : Develop policies, strategies, plans (including project plans) and programmes that will enhance the competitiveness of regional and local economies. Collaborate with districts and municipalities during the implementation of small business portfolio programmes, which includes, amongst others: Managing priority projects and stakeholder relations. Provide technical support to provinces and municipalities in the implementation of economic development strategies. Manage the operations and resources of the sub-directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBd EE Plan. Candidates must submit applications to applications2@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "DD: R&LEDC"
- CLOSING DATE** : 16 February 2024 at 16h00. Applications received after the closing date will not be considered.
- POST 04/12** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – BID ADMINISTRATION**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelors Degree (NQF7) in Supply Chain Management /Procurement/Public Management/ Financial Management / Contract Management / Purchasing Management or related as recognised by SAQA. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Have proven competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBd EE Plan. Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO ASD: D&E AMBA"
- CLOSING DATE** : 16 February 2024 at 16h00. Applications received after the closing date will not be considered.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 04/13** : **MEDICAL OFFICER SPECIALIST AND OBSTETRICS GYNAECOLOGIST GRADE 1 REF NO: ODI/16/01/2024/01**
- SALARY** : R1 214 805 - R1 288 095 per annum, (all-inclusive package Excl Commuted overtime)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic medical degree (MBCHB) or equivalent, Mmed Obstetrics and Gynaecology and FCOG and currently registered with the Health Professional Council of South Africa (HPCSA) as a Specialist with 0-5 years appropriate experience.
- DUTIES** : Supervision of Medical officers, Consultants, ward rounds. Conducting clinical drills. Attendance and conducting of Maternal Morbidity and Mortality meetings. Teaching of interns, participate in committees e.g., Resuscitation, NHLS + Blood users, Quality Assurance etc. Development of SOP's and guidelines. Continuing medical education and any other Specialist duties. It is expected that the candidate does communicated overtime (night, weekend and public holiday).
- ENQUIRIES** : Dr RT Motsepe Tel No: (012) 725 2436/9
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtainable from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
- CLOSING DATE** : 16 February 2024
- POST 04/14** : **MEDICAL SPECIALIST FELLOW (X3 POSTS)**
Directorate: Internal Medicine
Contract Posts
- SALARY** : Grade 1: R1 214 805 per annum, (all- inclusive package)
Grade 2: R1 386 069 per annum, (all- inclusive package)
Grade 3: R1 605 330 per annum, (all- inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration. No experience. Confirmation from College of Medicine with regards to the FCP II Results. For **Grade 1**: 0-5 years' experience. **Grade 2**: 5-10- years' experience. **Grade 3**: 10 years' experience and above.
- 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.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (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.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

- CLOSING DATE** : 16 February 2024
- POST 04/15** : **MEDICAL OFFICER (X1 POST)**
Directorate: Paediatrics and Child Health
- 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 REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner and must be post Community Service. Current registration with HPCSA (2023/2024). No experience required. For **Grade 1:** 0-5 years' experience. **Grade 2:** 5-10- years' experience. **Grade 3:** 10 years' experience and above.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.
- ENQUIRIES APPLICATIONS** : Prof S. Velaphi, Tel No: (011) 933 8416/ 8400
: 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 (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.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE

: 16 February 2024

POST 04/16

: **DEPUTY MANAGER NURSING REF NO: CCRC/DPN/02/2024**
 Directorate: Nursing department: Health
 Re-advertisement

SALARY CENTRE

: R930 747 per annum, (all-inclusive package)
 : Cullinan Care and Rehabilitation Centre

REQUIREMENTS

: A basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Must have Diploma in Mental health (Psychiatric Nursing) and Diploma/ Degree in Nursing Administration. Nursing Education will be an added advantage. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, of which 3 years must be in a mental health (Psychiatric setting). At least 4 years of the period referred to above must be appropriate experience at Assistant Manager Level in Mental Health (Psychiatric setting). Computer literacy and Driver's license are mandatory (Shortlisted candidates will be tested on skill. Applicants must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2020/21 – 2025/26. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills.

DUTIES

: Provide guidance and leadership towards the realization of Nursing strategic plan, Strategic goals and objectives of the department. Provide professional, technical and management support for the provision of specialized quality patient care through the proper management of nursing care programs. Advocate and ensure the promotion of nursing ethics and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures, and standards pertaining to specialized nursing care. Manage the human resources efficiently and effectively to attain the departmental goals and objectives, utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Implementation of all legal prescripts/legislative framework related to nursing practice. Demonstrate and manage resources in accordance with relevant directives and legislation. Understanding of managing workplace discipline, well developed communication, presentation. Lead in the hospital quality assurance programme, Infection Prevention and Control based on National Core Standards and Ideal Hospital Realization Framework and quality improvement activities. Coordinate review of nursing interventions through comprehensive and ongoing assessment and risk analysis. Maintain professional growth / ethical standards and development of self and subordinates. Provide full-time technical and management support to the CEO and institution. Implement Batho Pele Principles, Patient's Rights Charter. Coordinate nursing related research and development. Support management in enhancing the image of the nursing department and improve the skills and competencies of the nurses. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Knowledge of monitoring and evaluation or health care indicators for improved outcomes.

ENQUIRIES

: HR Enquiries MB Mentoor Tel No: (012) 734 7020
 Technical Enquiries: Dr Magadze TA Tel No: (012) 734 7000 x 202

APPLICATIONS

: Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE

: Applicants are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to

disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance, criminal verification, qualification verification, employment verification and credit/financial stability check. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 16 February 2024 @12 noon
- POST 04/17** : **MEDICAL OFFICER (TO OVERSEE TSHWANE HEALTH SUB-DISTRICT(S) REF NO: TDHS/A/2024/03**
Directorate: HIV/AIDS, STI & TB (HAST)
- SALARY** : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 – R1 129 116 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : MBChB Degree. Registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 3 years as Medical Practitioner after registration with the HPCSA. 5 years' experience in management and capacity building, training in the prevention treatment and care of HIV/AIDS, STI and TB (DS & DR-TB). Management of HIV/AIDS, STI and TB in prevention, treatment, and Care. Practical experience in providing mentorship in Paediatric care treatment programmes. In depth knowledge of TIER.net application in clinical management. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication skill (verbal and written). A valid driver's License.
- DUTIES** : Provide clinical leadership and guidance for the implementation of HIV/AIDS, STI and TB. Provide expertise in areas of all sub-programmes of HAST, i.e. ART, TB, HTS, STIs and Medical Male Circumcision. Participate in the strengthening of comprehensive HIV/AIDS, STI and TB care and treatment services in health facilities. Build staff capacity to improve treatment outcome. Guide HIV/AIDS, STI and TB programmes in selecting appropriate and innovative intervention for HIV/TB care and treatment. Monitoring tests according to national and international standards. Ensure that HAST managers are kept abreast with innovation, latest development and evidence-based trends in research and good practices in the field of HIV/AIDS, STI and TB. Attend meetings and workshops.
- ENQUIRIES** : Ms Tsholofelo Nkhodi Tel No: (012) 451 9022 / 9040 Mondays to Fridays during office hours (07h30 – 16h00)
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria, 0001. Application box at 1st floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 16 February 2024
- POST 04/18** : **MEDICAL OFFICER REF NO: TDHS/A/2024/04**
Directorate: HIV/AIDS, STI & TB (HAST)
- SALARY** : Grade 1: R906 540 per annum
- CENTRE** : Tshwane District Health Services (To be placed at one of Tshwane Health Facilities)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB or equivalent). Experience in district health service will be an added advantage. Experience in general medical practice and management of HIV/AIDS, STI and TB(DS/DR), Primary Health Care (PHC), and use of current guidelines. Excellent clinical skills in terms of consultation, history taking, examination, clinical assessment and management procedures. Good professional attitude, communication skills, ethics in relation to patients, families, community referrals, consent for treatment, teamwork ability and medical records keeping. Willingness to work or participate in outreach programmes at any Primary Health Care facilities within the district health services. Post graduate diploma or relevant medical degree is an advantage.

- DUTIES** : Facilitate and support the provision of PHC services in the district including clinics, Community Health Centers and district hospitals as part of District Health Services. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training activities for nurses, interns and community service doctors in the district.
- ENQUIRIES** : Ms Tsholofelo Nkhodi Tel No: (012) 451 9022 / 9040 Mondays to Fridays during office hours (07h30 – 16h00)
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria, 0001. Application box at 1st floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 16 February 2024
- POST 04/19** : **CLINICAL PSYCHOLOGIST GRADE 1/2/3 (X1 POST)**
Directorate: Human Resource: Employee Health and Wellness
- SALARY** : Grade 1: R790 077 – R866.658 per annum, (all-inclusive package)
Grade 2: R918 630 – R918 630 per annum, (all-inclusive package)
Grade 3: R1 063 611 - R1 249 254 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital
Appropriate qualifications that allow for registration with the HPCSA in the category of Clinical Psychologist (clinical and counselling). Must have completed Community Service. Current registration with the HPCSA as a Clinical Psychologist (Independent Practice) for 2023/2024. A valid South African driver's license. For **Grade 1**: 0-3 years' experience. **Grade 2**: 10- years' experience and above. **Grade 3**: 16- years' experience and above. Competencies /Knowledge /Skills: Exposure in working under Employee Health and Wellness will be an added advantage. Experience in psychosocial wellness, counselling, psychotherapy, case management, identification and diagnosis of mental health conditions and treatment. Good interprofessional relationships and able to work within your professional scope of practice. Ability to do relevant referrals for more specialised mental health intervention. And know when to refer for more specialized mental health interventions. Must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Ability to work independently, adaptable, and innovative in a high-pressure environment, good verbal and written communication skills, presentation skills, analytical skills, decision making skills, problem solving skills, facilitation and training skills and conflict management skills. Good organizational and report writing skills. Computer literacy in Word, Excel and PowerPoint.
- DUTIES** : Ensure that quality and comprehensive mental health services are provided according to professional standards and ethical principles, including suicide and substance use prevention. Develop and implement mental health programs/strategies aimed at improving employee mental health and wellness in the workplace. Conduct psychological assessments which may include mental status examinations and mental health diagnoses and develop approaches and treatment plans. Participate in medical surveillance programme by developing a screening programme on all potential employees (including permanent staff) to identify and diagnose and mental conditions, stress, substance abuse, and any psychosocial conditions that may impact on the employee or others in the workplace. Develop a referral system and coordination with other stakeholders for comprehensive care of employees. Work together with the multidisciplinary team to develop programmes to address and correct identified conditions that are a risk to the employee, others and the workplace in general. Inter-sectoral and inter-disciplinary collaboration and coordination. Active involvement in PILIR and Reasonable Accommodation committees. Provide supervision, mentoring and support to lay health workers and Registered Counsellors. Provide support and training for PHC and OHS teams in the management of mental health conditions. Provide intervention for cases referred from Labour Relations. Coordinate case management meetings and attend to clients in need of intensive psychological support. Record keeping, schedule management, completion of statistics, clinical and periodic reports, as well as other related duties.
- ENQUIRIES** : Ms. F. Ndebele Tel No: (011) 933 8913 / (011) 933 0142

- 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 (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.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.
- CLOSING DATE** : 16 February 2024
- POST 04/20** : **ASSITANT MANAGER NURSING PNB-4 REF NO: TDHS/A/2024/05**
Directorate: Tshwane District Health Services
- SALARY CENTRE REQUIREMENTS** : R683 838 per annum
Tshwane Health District Services: Phedisong 4 CHC
Matric / Senior Certificate / Grade 12, a basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) or an Advanced Midwifery and Neonatal Science (R212) accredited with SANC plus a Post Basic qualification of a minimum duration of one-year in Nursing Administration or Management or Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA (i.e. NQF level 7 or 6 for a Degree or Diploma respectively). Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed & valid driver's license, be computer-use literate & competent. NB!! Shortlisted Candidates will be assessed for computer competency. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Monitor that the Sub District meets and/or exceeds set performance targets & aspirations. Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health

Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of human, financial & material resources. Proactively, independently & autonomously manage labour relations affairs, including consequential management. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. Liaise the Health Centre with Sub-District, District and all other essential stake-holders.

**ENQUIRIES
APPLICATIONS**

: Ms R Kanama at (083) 358 5454
: Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box First Floor Reception.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 16 February 2024

POST 04/21

: **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT): (PN-B3) (X1 POST)**
Directorate Obstetrics and Gynaecology

**SALARY
CENTRE
REQUIREMENTS**

: R627 474 per annum, (all-inclusive remuneration package)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant specialty. Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.

DUTIES

: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework

**ENQUIRIES
APPLICATIONS**

: MR. NB. Mulaudzi Tel No: (011) 933 0134/9779
: 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 (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.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of

experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

- CLOSING DATE** : 16 February 2024
- POST 04/22** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2024/06 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 per annum
- CENTRE** : Tshwane Health District – Dilopye Clinic
- REQUIREMENTS** : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a General Nurse & Midwifery plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services. The candidate should be computer literate and possess a valid & unendorsed driver's license including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.
- DUTIES** : To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the work-place. Liaise the Sub District, District and all other essential stake-holders.
- ENQUIRIES** : Mr SR Makua at 073 450 7972; Monday to Friday and during office hours only
- APPLICATIONS** : Applications must be hand delivered to Tshwane District Health Services, 3319Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/23 : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2024/07 (X1 POST)**
Directorate: Nursing

SALARY : R627 474 per annum
CENTRE : Tshwane Health District – Bophelong Clinic (C)
REQUIREMENTS : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a General Nurse & Midwifery plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services. The candidate should be computer literate and possess a valid & unendorsed driver's license including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.

DUTIES : To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the work-place. Liaise the Sub District, District and all other essential stake-holders.

ENQUIRIES : Mr SR Makua at 073 450 7972; Monday to Friday and during office hours only
APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/24 : **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE REF NO: TDHS/A/2024/08**

SALARY : R627 474 per annum
CENTRE : Bronkhorstspruit Clinic
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years

appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential. Demonstrate knowledge of legislation relevant to health care services.

DUTIES : Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Use of technology to communicate (i.e., analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.

ENQUIRIES APPLICATIONS : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)
: Applications must be hand delivered to Tshwane District Health Services, 3319Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/25 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 (X1 POST)**
Directorate: Employee Wellness Department

SALARY CENTRE : R520 785 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualifications that allow for registration with the HPCSA in the category of occupational therapy. Completion of community service in occupational therapy. Registration with the Health Profession's Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus current registration. Further training in vocational assessment is compulsory i.e. training in Work Well, Joule or a Diploma in Vocational Rehabilitation A minimum of 3 years appropriate experience (excluding community service) as Occupational therapist. Must have relevant experience in vocational assessments and vocational rehabilitation of adults with physical and mental illnesses. Supervisory experience and experience in a public service sector would be an added advantage. Competencies /Knowledge /Skills: Computer literacy (Ms Word, Ms Excel), good written and communication skills. Ability to act with tact and discretion, Supervisory, planning and organizing skills. Ability to maintain confidentiality and high level of reliability. Should be able to work under pressure and take initiative and self-motivated. Must have office administration competencies. Ability to work in a multi-disciplinary team, as well as independently. Knowledge of the public service legislations, policies and procedures and labour relations processes. Knowledge of budget planning as well as the Public Finance and Management Act.

DUTIES : Manage (plan, coordinate and implement) the occupational therapy services in the employee health and wellness centre. Conduct functional and vocational assessments (work, workplace, cognitive and physical assessments) on referred PILIR and Occupational Health cases including rehabilitation of cases. Make recommendations for assistive devices and reasonable accommodation. Working together with PILIR and Occupational Health Departments, identify employees who could benefit from rehabilitation services. Complete relevant documentation and compile OT reports with clear recommendations based on clinical reasoning. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Monitor and motivate for equipment and other resources

in alignment with the demand plan. Supervise and manage performance of production level therapists, community service therapists, OT Technician and students and ensure teaching and skills transference. Work as a member of the multi-disciplinary team and communicate with relevant stakeholders. Undergo training and development programs. Attend relevant meetings. Implement policies, guidelines and protocols relevant to occupational therapy services. Develop and implement the operational plans and standard operating procedures in line with National and Provincial strategies. Comply with standards and ethical requirements as set out by the HPCSA, the Public Sector Code of Conduct and Ideal Hospital. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume delegated functions. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Ms Ndebele Tel No: (011) 933 8913 / (011) 933 0142
 : 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 (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.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.

CLOSING DATE

: 16 February 2024

POST 04/26

: **OPERATIONAL MANAGER PN-A5 (X1 POST)**
 Directorate: HAST unit

**SALARY
CENTRE
REQUIREMENTS**

: R497 193 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of (7) years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience of three years working in HAST programme. A qualification in Nursing Administration will be an added advantage. Competencies /Knowledge /Skills: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Knowledge of TIER.Net.WEBEDR and DHIS Systems. Knowledge of TRAP and NERVE Centre approach strategies. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skills, operational planning and organizational skills, leadership, and supervisory skills.

DUTIES

: Supervise and ensure the provision of effective and efficient patient care. implement hast strategies in line with 95-95-95 HIV and TB prescripts. Develop unit report and analyse, co-ordinate, monitor the implementation of the nursing care plan and evaluation on case identification treatment and retention in accordance with pillars of HIV and TB management. Coordination of PMTCT programme. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional and multidisciplinary team work). Manage and monitor

utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates through training and research. Be able to work shifts weekends public holidays and relieve the supervisor. Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Develop operational unit plan. Implement ideal hospital framework and other protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.

CLOSING DATE

: 16 February 2024

POST 04/27

: **OPERATIONAL MANAGER PN-A5 (X2 POSTS)**
Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R497 193 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of (7) years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A qualification in Nursing Administration will be an added advantage. Competencies /Knowledge /Skills: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skills, operational planning and organizational skills, leadership, and supervisory skills.

DUTIES

: Supervise and ensure the provision of effective and efficient patient care. Develop unit report and analyse, co-ordinate, monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders (i.e., inter-professional and multidisciplinary teamwork). Manage and monitor utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates through training and research. Be able to work night shifts weekends public holidays and relieve the supervisor. Participate in the analysis, formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. Develop operational unit plan. Implement ideal hospital framework and other protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof.

- ENQUIRIES** : Mr 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 (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.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.
- CLOSING DATE** : 16 February 2024
- POST 04/28** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING COORDINATOR) REF NO: TDHS/A/2024/09**
Directorate: HIV/AIDS, STI &TB (HAST)
- SALARY** : R497 193 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of four years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with focus on HIV, AIDS, STI & TB. In-depth knowledge of global and national HAST policies and guidelines. Ability to manage multiple stakeholders with competing priorities. Other Skills / Requirements: Ability to function under pressure and within multi-sectoral team. Good verbal and written communication skills. Advanced computer skills. NIMART/ Basic HIV course will be an advantage. Valid driver's license. Good knowledge of Primary Health Care services offered at PHC facilities. Computer literacy in Word, Excel, and PowerPoint. Knowledge and training as APC trainer and trained in IMCI.
- DUTIES** : Do needs analysis and work skills plan. Prepare and update a training programme for HAST. Plan, prepare and present training according to training plan to all categories of staff working in a PHC setting. Attend trainings of trainer's courses in all health-related matters as need may arise. Do monitoring, evaluation and assessment of training when required. Compile monthly, quarterly, and progress reports. Attend HAST meetings and workshops.
- ENQUIRIES** : Ms. Maswikana Sithole Tel No: (012) 451 9022 / 078 771 7294
- APPLICATIONS** : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, Lilian Ngoyi and Pretorius Streets, Pretoria 0001. Application box, 1st floor at reception area. Mondays to Fridays during office hours (07h30 – 16h00)
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 16 February 2024
- POST 04/29** : **CLINICAL PROGRAMME COORDINATOR CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2024/10**
Directorate: Health & Outreach Programmes
- SALARY** : Grade 1: R497 193 – R559 686 per annum
Grade 2: R575 898 – R645 720 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management an added advantage Other Skills / Requirements: 5 years experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver's License (Ability to drive manual car)
- DUTIES** : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring, and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases, COVID-19, etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies, and institution of control measures. Respond to general questions from the Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data that measure health practices in the Sub District, to provide support and report on findings to district health management. Network with other provincial departments and NGOs to maintain a referral service for community members inclusive of community-based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduces remedial action in conjunction with health care specialists. Plan, organize, and conduct catch-up campaigns and events that convey health messages and practices that support the prevention and control of communicable diseases.
- ENQUIRIES** : Mrs. Mari van der Westhuizen Tel No: (012) 451 9018
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 16 February 2024
- POST 04/30** : **PN-B1-PNB2: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2024/11 (X1 POST)**
Directorate: Nursing
- SALARY** : (PN-B1): R431 265 - R497 193 per annum
(PN-B2): R528 696 - R645 720 per annum
- CENTRE** : Diloye Cilinic
- REQUIREMENTS** : Minimum Qualifications: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. **Grade 1:** minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Other Skills/ Requirements: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and

care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

DUTIES

: Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise sub-ordinates within the facility. Provide PHC services to other facilities in Sub-District 3 & 4 as when the need arises and so asked.

ENQUIRIES

: Sr Martha Setlare at 073 904 4548 (Monday to Friday; during working hours only)

APPLICATIONS

: Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 16 February 2024

POST 04/31

: **PN-B1-PNB2: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2024/12 (X2 POSTS)**

Directorate: Nursing

SALARY

: (PN-B1): R431 265 - R497 193 per annum

(PN-B2): R528 696 - R645 720 per annum

CENTRE

: Laudium CHC

REQUIREMENTS

: Minimum Qualifications: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. **Grade 1:** minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Other Skills/ Requirements: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

DUTIES

: Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise sub-ordinates within the facility. Provide PHC services to other facilities in Sub-District 3 & 4 as when the need arises and so asked.

ENQUIRIES

: Sr PE Tshivhase at 083 225 9281 (Monday to Friday; during working hours only)

APPLICATIONS

: Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted

candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 16 February 2024
- POST 04/32** : **PN-B1-PNB2: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2024/13 (X3 POSTS)**
Directorate: Nursing
- SALARY** : (PN-B1): R431 265 - R497 193 per annum
(PN-B2): R528 696 - R645 720 per annum
- CENTRE REQUIREMENTS** : Refentse Clinic
Minimum Qualifications: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. **Grade 1:** minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Other Skills/ Requirements: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.
- DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise subordinates within the facility. Provide PHC services to other facilities in Sub-District 3 & 4 as when the need arises and so asked.
- ENQUIRIES APPLICATIONS** : MR SR Makua at 073 450 7972 (Monday to Friday; during working hours only)
Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 16 February 2024
- POST 04/33** : **CLINICAL NURSE PRACTITIONER (ADVANCED MIDWIFE) REF NO: TDHS/A/2024/14 (X3 POSTS)**
Directorate: Nursing
- SALARY** : (PN-B1) R431 265 - R497 193 per annum
(PN-B2) R528 696 - R645 720 per annum
- CENTRE** : THDS: Refentse Clinic

- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms of government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the appropriate / recognizable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Advanced Midwifery). **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. A valid Driver's license and computer literacy are essential. Demonstrate knowledge of legislation relevant to health care services.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services to the communities, Render and supervise 24-hour services in a Maternity Unit. Safe-guard the overall well-being of mothers and babies. Implement strategies to avert or decrease Maternal & Child mortalities & morbidities. Ensure that nursing services, including maternal & child services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate in implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.
- ENQUIRIES** : Sr JB Ratshwene at 078 570 8380 (Monday to Friday; during working hours only)
- APPLICATIONS** : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 16 February 2024
- POST 04/34** : **QUALITY ASSURANCE COORDINATOR: NURSE REF NO: CCRC/QA/01/2024**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R497 193 per annum, plus benefits
Cullinan Care & Rehabilitation Centre
Basic R425 qualification, i.e., Diploma/Degree or equivalent qualification leading to registration with SANC to practice as a registered nurse. A minimum of 03 years appropriate and recognizable nursing experience after registration as a professional nurse. At least three years of the period referred to above must be a recognizable/appropriate experience in quality assurance activities in a hospital environment. A valid driving license. Competences: Teaching and training. Clinical document auditing. Ability to translate objectives into practical plans. Ability to work independently and prioritize issues and other work-related matters to comply with time frames. Skills: Ability to work under pressure and meet tight deadlines. Ability to collect, analyse and report writing (and verbal) skills. Analytical, problem solving and positive interpersonal. Basic operations of computer technology, i.e.: Word, Powerpoint, OUTLOOK, INTERNET, and EXCEL. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards. People-centred and Power-point presentation skills.
- DUTIES** : Encourage and coordinate the activities of the quality assurance programmes. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Provide training and guidance where indicated to inculcate a culture of service delivery in all service areas. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Ensure that Quality Assurance committees are active. Involve quality champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture is recognized and rewarded. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure that all units conduct Patients Experience

of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of Quality Assurance programmes within the institution. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care and attend mortality and morbidity meetings. Participate in Patient safety incidents, complaints, and various other related committee meetings to improve quality of care and service user's satisfaction. Co-ordinate and support activities for service excellence. Effective management of human and material resources in line with PDFMA. Oversight of infection prevention and control programme.

- ENQUIRIES** : HR Enquiries Mentoor Tel No: (012) 734 7020
Technical Enquiries: Dr Magadze TA Tel No: (012) 734 7000
- APPLICATIONS** : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applications must be submitted on a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Notes. People with disability are encouraged to apply.
- CLOSING DATE** : 16 February 2024 @12 noon
- POST 04/35** : **DIETICIAN PRODUCTION GRADE 1 REF NO: CCRC/DT/01/2024**
Directorate: Therapeutic Services
- SALARY CENTRE REQUIREMENTS** : R359 622 per annum, (all-inclusive package)
: Cullinan Care and Rehabilitation Centre (Art Clinic)
: An appropriate qualification (BSC/B Degree) in Dietetics that allows for registration with the HPCSA as Dietician. Current registration with HPCSA as Dietician. Completion of 1 year Community Service as Dietician. A valid driver's license will be an added advantage knowledge of and experience in implementing the integrated nutrition programme. Sound knowledge of nutrition for people living with HIV/AIDS and TB. Excellent counselling skills. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Dietetics-service within a hospital setting knowledge of current Health and public services within a hospital setting knowledge of current Health and public service legislation, regulations and policies Good communication skill (verbal and writing) computer skills e.g.(Microsoft office),good interpersonal skills ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : To provide Dietetics services to patients. Effectively render optimal, cost –effective and evidence based nutritional care in a public setting according targets. To perform and complete administrative functions including report writing and provide relevant statistics to support the smooth running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the Dietetics students. Provide appropriate, relevant and cost -effective input in the food service provision to patient. To apply nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. Assist with management of the Food service unit.
- ENQUIRIES** : HR Enquiries Mentoor Tel No: (012) 734 7020
Technical Enquiries: Ms. M.Q Mashilwane TA Tel No: (012) 734 7000
- APPLICATIONS** : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applications must be submitted on a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Notes. People with disability are encouraged to apply.
- CLOSING DATE** : 16 February 2024 @12 noon

POST 04/36 : **PROFESSIONAL NURSE – GENERAL NURSE REF NO: TDHS/A/2024/15 (X2 POSTS)**
 Directorate: Nursing

SALARY : Grade 1 - Grade 3: R293 670 - R543 969 per annum
CENTRE : Laudium CHC
REQUIREMENTS : Minimum Qualifications: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and a midwife. Current registration with SANC as a professional nurse. Good interpersonal skills. Knowledge of relevant policies, protocols and guidelines. Work independently and as a team. Other Skills/ Requirements: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

DUTIES : Assess and evaluate patients' needs for care. Provide nursing interventions accurately and keep records of all patient information. Implement physicians' prescriptions, administer medication, start intravenous fluids and perform as requested. Carry out daily task as delegated. Participate in quality improvement activities in the facility. Keep and submit accurate weekly, monthly and quarterly statistics/report. Collaborate with all health workers to provide comprehensive care to all patients. Proper control of stock, medicine, and equipment in appropriate records.

ENQUIRIES : MS DE Chiloane at 083 358 9336 (Monday to Friday; during working hours only)
APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/37 : **PROFESSIONAL NURSE – GENERAL NURSE REF NO: TDHS/A/2024/16 (X2 POSTS)**
 Directorate: Nursing

SALARY : Grade 1 - Grade 3: R293 670 - R543 969 per annum
CENTRE : Refentse Clinic
REQUIREMENTS : Minimum Qualifications: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and a midwife. Current registration with SANC as a professional nurse. Good interpersonal skills. Knowledge of relevant policies, protocols and guidelines. Work independently and as a team. Other Skills/ Requirements: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

DUTIES : Assess and evaluate patients' needs for care. Provide nursing interventions accurately and keep records of all patient information. Implement physicians' prescriptions, administer medication, start intravenous fluids and perform as requested. Carry out daily task as delegated. Participate in quality improvement activities in the facility. Keep and submit accurate weekly, monthly and quarterly statistics/report. Collaborate with all health workers to provide comprehensive care to all patients. Proper control of stock, medicine, and equipment in appropriate records.

ENQUIRIES : Ms DE Chiloane at 083 358 9336 (Monday to Friday; during working hours only)
APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/38 : **PROFESSIONAL NURSE – GENERAL NURSE REF NO: TDHS/A/2024/17**
Directorate: Nursing

SALARY : Grade 1 - Grade 3: R293 670 - R543 969 per annum

CENTRE : Bophelong Clinic

REQUIREMENTS : Minimum Qualifications: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and a midwife. Current registration with SANC as a professional nurse. Good interpersonal skills. Knowledge of relevant policies, protocols and guidelines. Work independently and as a team. Other Skills/ Requirements: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

DUTIES : Assess and evaluate patients' needs for care. Provide nursing interventions accurately and keep records of all patient information. Implement physicians' prescriptions, administer medication, start intravenous fluids and perform as requested. Carry out daily task as delegated. Participate in quality improvement activities in the facility. Keep and submit accurate weekly, monthly and quarterly statistics/report. Collaborate with all health workers to provide comprehensive care to all patients. Proper control of stock, medicine, and equipment in appropriate records.

ENQUIRIES : Ms DE Chiloane at 083 358 9336 (Monday to Friday; during working hours only)

APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/39 : **POST BASIC PHARMACIST ASSISTANTS REF NO: TDHS/A/2024/18 (X1 POST)**
Directorate: Tshwane Health District

SALARY : R239 682 per annum, (Salary will be in line with OSD regulations with regards to years of experience after registration).

CENTRE : Tshwane Sub-District 2 (Refentse Clinic)

REQUIREMENTS : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Current annual registration. At least 3 years appropriate experience as Pharmacist Assistant (Post-basic). Candidates should be computer literate and in possession of valid & unendorsed driver's license. A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Other Skills/ Requirements: Own discipline, knowledge

of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programs. Leadership and communication. Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness, and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.

DUTIES : The incumbent of the post will work under the indirect/direct supervision of a pharmacist within the scope of the following duties: Stock control which includes receiving, issuing, reporting and maintenance of stock (electronic and manual systems). Ensuring proper storage of medicines. Dispensing of medicine, including the receive, read and checking of prescriptions for legality, authenticity, and validity. Ensuring appropriate use of medicine. Executing dispensary administrative functions. Participating in pharmacy education program. Supporting outreach services in the community. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco-vigilance.

ENQUIRIES : Mr SR Makua at 073 450 7972 / Ms M Haines at 073 450 4184 (Monday to Friday; during working hours only)

APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/40 : **POST BASIC PHARMACIST ASSISTANT REF NO: TDHS/A/2024/19**
Directorate: HIV/AIDS, STI & TB (HAST)

SALARY CENTRE : Grade 1: R239 682 per annum
Tshwane District Health Services

REQUIREMENTS : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Current annual registration. Other Skills / Requirements: Own discipline, knowledge of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.

DUTIES : The incumbent of the post will work under the indirect supervision of a pharmacist within the scope of the following duties: Stock control which includes receiving, issuing, reporting and maintenance of stock (electronic and manual systems). Ensuring proper storage of medicines. Dispensing of medicine, including the receive, read and checking of prescriptions for legality, authenticity and validity. Ensuring appropriate use of medicine. Executing dispensary administrative functions. Participating in pharmacy education programmes. Supporting outreach services in the community. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco-vigilance.

ENQUIRIES : Ms. Maswikana Sithole Tel No: (012) 451 9022 / 078 771 7294

APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/41 : **STAFF NURSE REF NO: TDHS/A/2024/20**
Directorate: Nursing

SALARY : Grade 1: R199 725 – R222 939 per annum
Grade 2: R237 210 – R264 948 per annum
Grade 3: R277 725 – R323 874 per annum

CENTRE : Refentse Clinic
REQUIREMENTS : Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Grade 1: Minimum of 2 years' appropriate experience after registration as a Staff Nurse (Enrolled Nurse). Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills and ability to function as part of a team. Knowledge of Batho Pele principles and Patient's rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Other Skills/ Requirements: Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realization Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

DUTIES : Measure, interpret and record vital signs. Give Health Education to patients. Assist professional nurses with procedures. Provide Elementary Nursing services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor /Manager. Work with other stakeholders and be an advocate for the patient.

ENQUIRIES : Ms DE Chiloane @ 083 358 9336 (Monday to Friday; during working hours only)
APPLICATIONS : Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 16 February 2024

POST 04/42 : **STAFF NURSE REF NO: TDHS/A/2024/21 (X6 POSTS)**
Directorate: Hast

SALARY : Grade 1: R199 725 – R222 939 per annum
Grade 2: R237 210 – R264 948 per annum
Grade 3: R277 725 – R323 874 per annum

CENTRE : Tshwane District Health Services
REQUIREMENTS : Enrolled Nurse Certificate that allows registration with South African Nursing Council (SANC). Proof of current registration with South African Nursing Council as an Enrolled / Staff Nurse (only when shortlisted). A minimum of one year appropriate / recognizable experience in nursing after registration with SANC as a Staff Nurse. Good Communication skill (verbal and written). Time management skill. Counselling, Interpersonal Relations, Conflict Management, Decision-Making and Problem-solving skills. A valid driver's license is required. Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, display of uncompromising concern for the welfare of patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele & Patient Rights). Other Skills / Requirements: Computer literacy (MS Word, Excel,

PowerPoint, etc.). Working experience within HIV/AIDS, STI & TB (HAST) environment will add as an advantage.

DUTIES

: Responsible for TB Case identification registers recording, Viral load blood collection and result management, HIV testing, TB linkage, TB U-LAM, GXP line list, Medical Male Circumcision, and high-quality nursing care. Interpretation of HAST program into Primary Health Care. Participate actively during the HAST awareness campaigns according to the health calendar. Responsive and accountable stewardship of HAST by overseeing to it that Annual Performance Plan targets are met. Ensure effective implementation of Standard Operating Procedure (SOP) is relevant and applicable to PHC. Uphold and maintain the Nursing Standards with regards to Primary Health Care patients. Ensure effective communication according to hierarchy. Ensure efficient utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Participate in implementation of Ideal Health Facility realization. Maintain professional growth / ethical standards and self-development. Execute other duties as delegated by the Professional Nurse.

ENQUIRIES

: Ms. Maswikana Sithole Tel No: (012) 451 9022 / 078 771 7294

APPLICATIONS

: Applications must be hand delivered to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents together with the Services Certificate on or before the day of the interview following Communication from HR. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 16 February 2024

POST 04/43

SOCIAL AUXILIARY WORKER (X3 POSTS)

Directorate: Internal Medicine (HAST Programmes)

SALARY

: R174 702 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker Must be registered with The South African Council for Social Service Professions (SACSSP/Council). 3 years' experience working as a Social Auxiliary Worker in (HAST), and Sexually Transmitted Infection programme is an added advantage. Competencies /Knowledge /Skills: Knowledge of various guidelines and Standard Operating Procedures relevant to the HAST programme. Knowledge of related framework and ethical practices, PFMA and Public Service ACT and regulations. Knowledge of the National Adherence Strategy (NAS), Kids Alive and Adolescent Youth Friendly Services, Risk on Gender Base Violence related to HAST programme, Index Testing programme and HIV Self-Test Service. Computer Literate – MS Office Packages (MS Outlook, MS Word, MS Excel & PowerPoint). knowledge of management information legal framework and professional secrecy. Critical and analytical skills in interpreting data.

DUTIES

: Provide adherence counselling to patients with compliance difficulties. Support counsellors and testers. provide psychosocial counselling and support hast groups and treatment buddies for patients with difficulties. Linkage to care monitoring of down referred patients through follow-up. Provide support for development of strategies for retention in care programmes. Monitor and evaluate hast programme and provide regular feedback and monthly report to management and other stakeholders. Advocate for hast patients. Participate in research.

ENQUIRIES

: Mr 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 (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.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by

recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE

:

16 February 2024

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

OTHER POSTS

- POST 04/44** : **MEDICAL SPECIALISTS REF NO: MEDSPECANAESTH/1/2024 (X2 POSTS)**
Department: Anaesthetics
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Experience: **Grade 1:** No experience required. **Grade 2:** plus Five (5) years but less than ten (10) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade 3:** Ten (10) years and above experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist", or evidence that such registration has been applied for. Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies
Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr L Cronjé Tel No: (031) 240 1805/1804
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital

is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. 16 February 2024

CLOSING DATE

:

POST 04/45

:

MEDICAL SPECIALIST REF NO: MEDSPECDERMA/1/2024 (X1 POST)

Department: Dermatology

SALARY

:

Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)

Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)

Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE

:

Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

:

Experience: **Grade 1:** No experience required. **Grade 2:** Plus Five (5) years but less than ten (10) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Dermatology. **Grade 3:** Ten (10) years and above experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Dermatology. Senior Certificate (Grade 12) or equivalent. MBCHB Degree or equivalent qualification Plus. Current Registration with the Health Professions Council of South Africa as a Dermatologist (Only shortlisted candidates will be required to submit proof of all documents). Knowledge, Skills, Training and Competencies: Knowledge of appropriate specialist level procedures and protocols within the field of Dermatology. Sound management of dermatological conditions. Excellent decision making, problem solving, leadership and mentorship skills. Good knowledge of Human Resource management and ability to monitor and evaluate performance. Sound Financial Management, including the monitoring of expenditure, Knowledge and adherence to Essential Drug List. Management functions including policy analysis and implementation, strategic management, project management, information management, total quality management and improvement. Good knowledge and ability to manage legal aspects, patient care and service delivery, by applying the applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Sound medical ethics. Good communication skills and computer literacy. Orientation towards service delivery. Ability to develop and maintain quality improvement programs and policy documents. Participate in clinical audits, peer review meeting and mortality and morbidity meetings. Leadership in the departmental academic program. Ability to work effectively as part of multidisciplinary team.

DUTIES

:

Participate in the delivery of in-patient and out-patient dermatology service within the eThekweni Metropolitan Hospitals Complex based at Inkosi Albert Luthuli Central Hospital. Inter-disciplinary coordination of the management of dermatology patients and participation in multi-disciplinary clinics. Supervision of dermatology registrars in the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour. Undertake teaching of undergraduate medical students, postgraduate dermatology registrars and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer prevention. Develop management protocols for the dermatology service in accordance with the Hospital and Department policies. Maintain the effective and efficient utilisation of human resources in respect of the following: overseeing and supervising dermatology staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts, assessing performance of dermatology staff, allocating dermatology personnel to respective wards and call roster, provide measures and guidance on quality assurance to comply with set quality standards. Incumbent to provide dermatology outreach services in the eThekweni Metropolitan Hospitals Complex. Foster collaboration with other hospitals within and outside the district. Exercise cost control over the activities of the department in line with the allocated budget. Participate in all academic and clinical meetings of the dermatology department. Participate in departmental research activities and conduct personal research. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES

:

Prof A Mosam Tel No: (031) 2401652

APPLICATIONS

:

All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

:

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility

to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

:

16 February 2024

POST 04/46

:

MEDICAL SPECIALIST

Department: Paediatric Medical (Paediatric Endocrinology)

SALARY

:

Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE

:

Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

:

MBChB; FCPaed (SA) Plus Current registration with the Health Professions Council of South Africa as a Specialist Paediatrician. Registration in the sub-specialty of Endocrinology Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, Training and Competencies required: Knowledge of working in general Paediatrics, Paediatric Endocrinology and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Endocrine. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES

:

The core function of this post is the provision of paediatric endocrinology clinical services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. Provide consultative and written expert opinion in medico-legal matters for referred patients. Participate in academic and administrative duties. Training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme and conducting appropriate research activities. The incumbent is expected to perform after hour's calls and relief duties.

ENQUIRIES

:

Prof PM Jeena Tel No: (031) 240 2046

APPLICATIONS

:

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

:

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

:

16 February 2024

POST 04/47 : **MEDICAL OFFICER – PAEDIATRIC HIGH AND CRITICAL CARE + RADIOLOGY (SEDATION)**
Department: Paediatric and Child Health

SALARY : Grade 1: R906 540 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 034 373 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 197 150 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Current registration with Health Professions Council as a Medical Practitioner. Completed of Community Service. Experience in Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with 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:** Five (5) years but less than ten (10) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a 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:** Ten (10) years and above appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a 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. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, Paediatric subspecialty services and within the Radiology Department providing sedation. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

ENQUIRIES APPLICATIONS : Prof PM Jeena Tel No: (031) 240 2046
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 16 February 2024

POST 04/48 : **MEDICAL OFFICER REF NO: MOVASC1/2024 (X1 POST)**
Department: Vascular Surgery

SALARY : Grade 1: R906 540 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 034 373 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 197 150 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a 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:** Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a 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:** 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a 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. Knowledge, Skills, Training and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in general /vascular surgery and ability to assess and manage vascular emergencies. Demonstrate the ability to work as part of a multidisciplinary team.

DUTIES : Assist with the provision of vascular services as determined by the Head of Vascular Surgery at IALCH. Assist with the evaluation and management of patients with acute and chronic vascular pathology at IALCH. Maintain clinical, professional and ethical standards. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. Participate in the academic, research and outreach activities of the department in general. Mandatory performance of commuted overtime in Vascular Surgery Participate in clinical audit programmes, clinical governance and CPD activities.

ENQUIRIES APPLICATIONS : Mr B. Pillay Tel No: (031) 240 2165
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 16 February 2024

POST 04/49 : **ASSISTANT MANAGER NURSING (SPECIALTY) (OPERATING THEATRE & CSSD) REF NO: MAD 01/ 2024 (X1 POST)**

SALARY : Grade 1: R683 838 - R767 184 per annum. Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. One-year Diploma in Peri-operative nursing. A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the Peri-Operative Nursing Science Nursing Science, after obtaining the 1 year post-basic qualification in the Peri-Operative Nursing Science Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles. Sound management, negotiations, interpersonal and problem-solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such

as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Peri-Operative Nursing units. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human resources in terms of EPMDs; ensure that nurses are licensed to practice, etc. Monitor and ensure proper utilization of financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Monitor and ensure compliance to OHSC and Ideal Hospital realisation standards. Identify and manage clinical risk in compliance with IPC protocols. Provide effective support to nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES

: Ms. R.M Sithole Tel No: (034) 328 8137

APPLICATIONS

: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION

: The Recruitment Officer

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, 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. EE Targets (African Male). 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

: 16 February 2024

POST 04/50

: **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-IZING 02/2024 (X1 POST)**

SALARY

: R627 474 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE

: Murchison Hospital-Izingolweni Clinic

REQUIREMENTS

: Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC 2024 as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Valid Code 08 Drivers license. Certificate of service from previous and current employer endorsed and stamped by HR (for shortlisted candidates) Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational,

decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

DUTIES

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify "transversal "primary" health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

ENQUIRIES

: Mr LG Nyawo Tel No: (039) 687 7311, ext. 130

APPLICATIONS

: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department, Murchison Hospital.

NOTE

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/MBUNDE 14/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 16 February 2024

POST 04/51

: **ASSISTANT MANAGER NURSING GENERAL (MONITORING AND EVALUATION) REF NO: MAD 0/ 2024 (X1 POST)**

SALARY

: Grade 1: R627 474 - R724 278 per annum. Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE

: Madadeni Provincial Hospital

REQUIREMENTS

: Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendations: Degree / Diploma in Nursing Administration Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, information management, infection prevention and control, quality assurance etc. Sound management, negotiations, interpersonal and problem-solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in medical inpatients units. Participate in the analysis, formulation and

implementation and evaluation of nursing and medical guidelines, practices, standards and procedures. Manage Human resources within the quality team in terms of EPMDS; Monitor and ensure proper utilization of financial and physical resources and evaluate the implementation of relevant prescripts and legislation. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure quality health care for the service users. Implement the monitoring and evaluation framework to ensure adherence to quality and ethical standards by all components. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure provision of quality health care services in the hospital and primary health care facilities. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that all health care providers adhere to the principles of Batho Pele and quality standards. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical practice by the clinical teams is in accordance with the scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Ensure compliance to Norms and Standards and Ideal Hospital Realization and Maintenance Framework.

- ENQUIRIES** : Mrs. H.S.L Khanyi Tel No: (034) 328 8257
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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, 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. EE Targets (African Male). 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** : 16 February 2024
- POST 04/52** : **CLINICAL NURSE PRACTITIONER REF NO: MAD 02/204 (X9 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193.per annum
Grade 2: R528 696 – R645 720 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital:
Osizweni clinic 2 (X2 Posts)
Osizweni Clinic 3 (X3 Posts)
Rosary Clinic (X1 Post)
Newcastle Clinic (X1 Post)
Madadeni Clinic 1 (X1 Post)
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the Norms and Standards, Ideal Clinic and data management.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a

multidisciplinary team to ensure effective Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ensure effective implementation of National Norms and Standards and Ideal Clinic Realisation and Maintenance Framework. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

- ENQUIRIES** : Ms. R.M Sithole Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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, 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. EE Target: (African Male). 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** : 16 February 2024
- POST 04/53** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EMP02/2024**
Component: Occupational Therapy Services
- SALARY** : R520 785 – R578 367 per annum. Plus 13th Cheque, Home owners allowance, Employee must meet prescribed requirements), Medical aid (Optional)
- CENTRE** : Queen Nandi Regional Hospital (Empangeni)
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Health Professions Council of South Africa (HPCSA), Registration Certificate as Occupational Therapist, Current registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist Recommendations: Experience with working with neurologically impaired paediatric patients. Knowledge of Occupational Therapy medicolegal work. Driver's License Knowledge, Skills and Competencies Required: Sound knowledge of Occupational Therapy practices and ethos. Sound knowledge of Occupational Health and Safety Act and Labour Relations. Ability to plan and organize own work and that of junior staff. Clinical competence- execution of treatment procedures. Ability to communicate clearly, motivate and solve minor operational conflicts. Leadership and good interpersonal relations. Ability to problem solving and application of analytical skills in patient care, decision making and management procedures. Ability to plan and work within a multidisciplinary team. Good knowledge of physical, psychiatric conditions, paediatrics, and application of appropriate therapeutic interventions. Knowledge of relevant health acts and legislation that governs Kwa Zulu Natal and the profession e.g. Occupational Health & Safety, Scope of Practice and National Health Act.
- DUTIES** : Ensure provision of good quality Occupational Therapy service according to patient's needs. Provide leadership and guidance in the Occupational Therapy Services. Supervise Occupational Therapists Community Service and Occupational Therapist Assistants. Represent Occupational Therapy Services in meetings, workshops and events. Render diagnostic and therapeutic Occupational Therapy Services in accordance with patient needs including completions of disability grant assessments, work assessments; prescribing and ordering of relevant assistive devices according to patient's needs. Facilitate psycho-social rehabilitation support groups for patients with occupational or mental illness. Use a holistic approach in providing health care services including counselling of both patient and family when necessary. Inspect and use equipment professionally ensuring that it complies with the safety standards. Develop and monitor implementation of SOP's and other quality improvement programmes to ensure

compliance with National Core Standards. Write reports when required and submit accurate treatment records. Attend ward rounds regularly and report on patient progress to the health care team. Attend institutional in-service training programmes, conduct campaigns and awareness. Contribute to the overall growth of the Occupational Therapy unit in the institution.

**ENQUIRIES
APPLICATIONS**

: Dr M Samjowan Tel No: (035) 907 7008
: 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
NOTE**

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

: 16 February 2024

POST 04/54

: **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CRITICAL CARE REF NO: PN (SPECNURSTREAM) CRIT CARE /1 /2024 (X10 POSTS)**
Department: Critical Care

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque: Housing Allowance, Employee to meet prescribed requirements: Medical Aid: optional.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: Grade 12/Matric/Senior Certificate or equivalent qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science accredited by SANC. Current registration with SANC as General Nurse and Critical Care Nursing (SANC receipt 2024) **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. 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 specialized field. Certificate of Service from previous and current employer endorsed and stamped by HR. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on procedures, policies, prescripts related to nursing care. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to prioritize matters related to work and patient care. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Strengthen ethics and professionalism. Provide a therapeutic environment for patient's staff and public. Advocate for quality care of patients. Ensure unit compliance with infection prevention and control as well as Occupational health and safety. To nurse critically ill patients who are ventilated, on Haemodialysis and continuous-veno venous Haemodialysis (CVVHD). Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and make me look like hospital project. Attend meetings, workshops and training as assigned supervisor. Participate in quality cycles and quality improvement projects to improve patient outcomes. Be cognisant of measures to prevent patient safety incidents and litigation. Assume shift leader role when necessary or as delegated by supervisor. Participate in staff development using EPMDS System and other work related programmes and training.
- ENQUIRIES** : H Ndemera Tel No: (031) 2401063 (Acting Nurse Manager)
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 16 February 2024
- POST 04/55** : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-PAEDIATRICS REF NO: PN (SPECNURSSTREAM) PAEDIATRIC /1/2024 (X4 POSTS)**
Department: Paediatric
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque: Housing Allowance, Employee to meet prescribed requirements: Medical Aid: optional.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Grade 12/Matric/Senior Certificate or equivalent qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. One (1) year post basic qualification in Paediatric Nursing Science/Child Nursing Science accredited by SANC. Current registration with SANC as General Nurse, Midwife and Paediatric Nursing Science /Child Nursing Science Nursing (SANC receipt 2024) **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. 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 specialized field. Certificate of Service from previous and current employer endorsed and stamped by HR. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on procedures, policies, prescripts related to nursing care. Good human relations displaying a concern for patients, promoting and advocating proper treatment

and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to prioritize matters related to work and patient care Skills: Leadership, organizational, decision-making, problem-solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Knowledge of IMAM, ETAT, PMTCT, EPI and CHIPP guidelines.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Strengthen ethics and professionalism. Provide a therapeutic environment for patient's staff and public. Advocate for quality care of patients. Ensure unit compliance with infection prevention and control as well as Occupational health and safety. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and Make me look like hospital project. Attend meetings, workshops and training as assigned supervisor. Participate in quality cycles and quality improvement projects to improve patient outcomes Be cognisant of measures to prevent patient safety incidents and litigation. Assume shift leader role when necessary or as delegated by supervisor.

ENQUIRIES : H Ndemera Tel No: (031) 240 1063, Acting Nurse Manager
APPLICATIONS : All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 16 February 2024

POST 04/56 : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-OPERATING THEATRE REF NO: PN (SPECNURS) THEATRE /1/2024 (X9 POSTS)**
Department: Operating Theatre

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque: Housing Allowance, Employee to meet prescribed requirements: Medical Aid: optional.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Grade 12/Matric/Senior Certificate or equivalent qualification. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. One (1) year post basic qualification in Operating Nursing Science accredited by SANC Current registration with SANC as General Nurse (SANC receipt 2024) **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. 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 specialized field. Certificate of Service from previous and current employer endorsed and stamped by HR. Recommendations: Cardiac; Neuro, Vascular and Cath lab experience

Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on procedures, policies, prescripts related to nursing care. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to prioritize matters related to work and patient care. Skills: Leadership, organizational, decision-making, problem-solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Flexibility must be displayed with rotation between disciplines; night duty and week- end allocation. Adhere to duty roster of the institution.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Strengthen ethics and professionalism. Provide a therapeutic environment for patient's staff and public. Advocate for quality care of patients. Ensure unit compliance with infection prevention and control as well as Occupational health and safety. Maintain a health and safe environment. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and make me look like hospital project. Attend meetings, workshops and training as assigned supervisor. Participate in quality cycles and quality improvement projects to improve patient outcomes. Be cognisant of measures to prevent patient safety incidents and litigation. Assume shift leader role when necessary or as delegated by supervisor. Participate in staff development using EPMSD System and other work-related programmes and training.

ENQUIRIES

: H Ndemera, Acting Nurse Manager Tel No: (031) 240 1063

APPLICATIONS

: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 16 February 2024

POST 04/57

: **PROFESSIONAL NURSE: SPECIALTY NURSING STREAM – ONCOLOGY REF NO: PN (SPEC NURS) ONCOLOGY /1/2024 (X6 POSTS)**
Department: Oncology

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional.

CENTRE

: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

: Grade 12/Matric/Senior Certificate or equivalent qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. One (1) year post basic qualification in Oncology accredited by SANC Current registration with SANC as General Nurse (SANC receipt 2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. 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 specialized field. Certificate of Service from previous and current employer endorsed and stamped by HR. Recommendation: Persons with Oncology interest/experience can apply for the mentioned positions. However, the remuneration will be according to the qualification and years of experience as a Professional Nurse (General Stream – PNA) Knowledge, Skills, Training And Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES

: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Implementation of all programs that promote good health outcomes in oncology nursing. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES APPLICATIONS

: H Ndemera, Acting Nurse Manager Tel No: (031) 240 1063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate’s responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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 received, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 16 February 2024

POST 04/58

: **CLINICAL NURSE PRACTITIONER REF NO: POM 01/2024**

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th cheque. Medical aid (Optional). Home Owner’s allowance: Employee must meet prescribed requirements. 12% rural allowance.

CENTRE REQUIREMENTS

: Pomeroy CHC
 : **Grade 1:** Grade 12/Standard 10. Diploma/Degree in Nursing and Midwifery. Current registration with SANC (2024). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health Nursing Science or in Clinical Nursing Science Health Assessment Treatment & Care. A minimum of 4 years appropriate/recognizable experience after registration with SANC as General Nurse and Midwifery. Requirements **Grade 2:** Grade 12/Standard 10 or. Diploma/Degree in General Nursing and Midwifery. Only shortlisted candidates will submit proof of current registration. A Post-basic Nursing qualification with a duration of at least 1 in Nursing Science accredited with SANC in Occupational Health Nursing Science or in clinical Nursing Science, Health Assessment, and Treatment & Care. A Minimum of 14 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which at least 10 years of the referred period must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge; Skills; Training and Competencies Required: Knowledge of legislative framework namely Occupational Health and Safety Act, COIDA and other departmental prescript. Knowledge and skills in delivering Occupational Health and safety Act, Compensation for Occupational injuries and disease Act other relevant acts.

Ability to formulate occupation health and patient care related policies. Knowledge of provincial and national acts policies. Knowledge of sound nursing care delivery approaches. Knowledge of infection control, risk and waste management. Basic Human Resource and management skills. Ability to plan, prioritize and execute duties in order of importance. Excellent communication, leadership, supervisory, report writing, computer literacy, human relation, and problem solving and decision-making skills. Ability to provide mentoring coaching to his/her supervisees. Knowledge of Batho Pele Principal and National core Standard. Knowledge of pharmaceutical management.

DUTIES : Ensure compliance to baseline medical surveillance, periodical medical examination and exit medical examination and exit medical examination to Pomeroy CHC employees. Provision of quality minor ailment care (preventive and promotive, curative, and rehabilitative) service (EDL). Provide risk assessment to employees exposed to biological agents. Provide optimal, holistic nursing care with set standards and within professional/legal framework. Ensure clinical record keeping as laid by relevant legislations. Compile statistics and submit report Occupational Health Manager at District Office. Develop Occupational Health business plan, strategic plan and procurement plan in line with the institutional plan. Work as part of multidisciplinary team to ensure high quality nursing care and ensure target as timeously met.

ENQUIRIES : Mr. MP Khoza Tel No: (034) 662 3300
APPLICATIONS : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114 or send to mbalenhle.zulu@kznhealth.gov.za

NOTE : 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 be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. 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 (POM 01/2024). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This 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). NB: Please note that due to financial constraints, there will be no payment of S&T and Resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No Interim Accommodation in a form of bed and breakfast or hotel accommodation.

CLOSING DATE : 16 February 2024

POST 04/59 : **CLINICAL NURSE PRACTITIONER – DISTRICT HAST TRAINER-GRADE 1 OR 2 REF NO: NOUMZIN/02/2024 (X1 POST)**

SALARY : Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum
 Other Benefits:13th cheque Rural allowance – claim basis Medical Aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.

CENTRE : Umzinyathi Health District Office
REQUIREMENTS : Matric/ Senior Certificate (Grade 12) Diploma/Degree in General nursing 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Current registration with SANC. Valid drivers license code 08 (B) OR 10 (C1) **Grade 1** A minimum of Four (4) years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2** A minimum of Fourteen (14) appropriate/recognizable nursing experience after registration as a professional nurse with SANC in General Nursing of which at least 5 years must appropriate or recognizable experience after obtaining one year post basic qualification in PHC. Recommendations NIMART trained plus 1-year relevant experience after obtaining the NIMART certificate. Experience in PHC and HAST Training Experience in the HAST Program Knowledge, Skills and Competencies Required: Report writing skills Financial Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

DUTIES : Assess District HAST Training needs and co-ordinate the development of an integrated HAST training plan, involving all relevant internal and external stakeholders. Co-ordinate, manage and

monitor the implementation of the HAST training programme in the district whilst ensuring integration with all Strategic Health Programmes. Ensure the effective and efficient utilization of resources allocated to the HAST training section. Adapt and modify training material, keeping it current and maintaining the high-level interest of health care messages and ensuring integration of all priority programmes. Support Programme Managers to train all cadres including PHC Facilities, Institutional personnel, Outreach Teams, Community Health Workers and Household Champions. Ensure capacity building and mentoring of the State Aided Institution's personnel so that all departmental guidelines, policies and protocols are adhered to. Translate Health Care policies as stipulated by Provincial Programme Directives into HAST training initiatives. Manage all resources allocated to the HAST Training unit and further lobby for additional resources for both the District and Sub-Districts. Work closely with District and Sub-District Program Managers, PHC Supervisors, Sub-District PHC Trainers and other internal and external service providers in addressing the implementation of the District HAST Training plan. Compile monthly, quarterly and annual HAST training reports and submit to direct supervisor, Human Resource Development and Regional Training Centre. Ensure maintenance of quality HAST training, implementation and mentoring in the district.

- ENQUIRIES** : Mrs. S Sibiya Tel No: (034) 2999100
- APPLICATIONS** : Applications forwarded to Umzinyathi Health District Office, Private Bag x2052, Dundee, 3000 or Hand Delivery, 34 Wilson Street, Dundee, 3000. Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za
- FOR ATTENTION NOTE** : Ms. M Ngwenya
: NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims
- CLOSING DATE** : 16 February 2024 at 16h00
- POST 04/60** : **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) (X8 POSTS)**
- SALARY** : 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)
- CENTRE** : Vryheid District Hospital-PHC:
Thembumusa Clinic Ref No: VRH 01/2024 (X2 Posts)
Mason Clinic Ref No: VRH 02/2024 (X2 Posts)
Ntababomvu Clinic Ref No: VRH 03/2024 (X1 Post)
Makhwela Clinic Ref No: VRH 04/2024 (X1 Post)
Mondlo 2 Clinic Ref No: VRH 05/2024 (X1 Post)
Siyakhathala Clinic Ref No: VRH 06/2024 (X1 Post)
- REQUIREMENTS** : 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. Current registration with SANC for 2023. Current/previous work experience endorsed and stamped by the employer(s) will be required. **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.
- DUTIES** : 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. Antenatal care services/ PMTCT and post-natal care services. Centre for chronic medicine dispensing and distribution (CCMDD) and chronic (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. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- ENQUIRIES** : Mrs Sibiya ATS (Assistant Manager Nursing-PHC) Tel No: (034) 9822111, 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.
<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. 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>	:	16 February 2024
<u>POST 04/61</u>	:	<u>PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY (X4 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 Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Vryheid District Hospital- PHC: Swart-Mfolozi Clinic Ref No: VRH 07/2024 (X2 Posts) Mondlo 2 Clinic Ref No: VRH 08/2024 (X1 Post) KwaFuduka Clinic Ref No: VRH 09/2024
<u>REQUIREMENTS</u>	:	Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse and Midwifery. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the SANC. Current/previous work experience endorsed and stamped by the employer(s) will be required. Grade 1: No Experience Grade 2: A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional nurse with SANC in general nursing Grade 3: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC as a professional nurse. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures Nursing Act. Problem Solving and decision making. Report writing skills. Health promotion and team building. Good Communication skills: Public Speaking, Listening and summarizing. Good interpersonal skills.
<u>DUTIES</u>	:	Work as Multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a Professional/legal framework. Must be able to handle obstetric and pediatric 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 programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the Hospital. Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes e.g. norms and standards for district hospital package of care. Provide advice on various aspects of quality care to the institution.
<u>ENQUIRIES</u>	:	Mrs Sibiya ATS (Assistant Manager Nursing-PHC) 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.

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 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. 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 : 16 February 2024

POST 04/62 : **PROFESSIONAL NURSE GENERAL WITH MIDWIFERY (X4 POSTS)**

SALARY : Grade 1: R293 670 - R337 860 per annum
Grade 2: R358 626 - R409 275 per annum
Grade 3: R431 265 - R543 969 per annum
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Vryheid District Hospital-PHC:
: SWART-Mfolozi Clinic Ref No: VRH 07/2024 (X2 Posts)
: Mondlo 2 Clinic Ref No: VRH 08/2024 (X1 Post)
: Kwafuduka Clinic Ref No: VRH 09/2024 (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12. Professional Nurse (General) with Midwifery Diploma/Degree in nursing or equivalent that allows registration with South African Nursing Council as a Professional Nurse. Current registration with SANC as professional nurse (2023) **Grade 1:** No Experience **Grade 2:** A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC as a professional nurse. NB: Current/previous work experience endorsed and stamped by the employer(s) will be required to shortlisted candidates Knowledge, Skills, Training and Competences: Knowledge of nursing care processes and procedures Nursing Act. Problem solving and decision-making Report writing skills Health promotion and team building Good Communication skills: Public Speaking, Listening and summarizing Good interpersonal skills.

DUTIES : Work as Multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a Professional/legal framework. Must be able to handle obstetric and pediatric 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 programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and Control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the Hospital. Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes e.g. norms and standards for district hospital package of care. Provide advice on various aspects of quality care to the institution.

ENQUIRIES : Mrs Sibiya ATS (Assistant Manager Nursing-PHC) Tel No: (034) 982 2111, ext. 5918

APPLICATIONS : 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. NB: Applicants are encouraged to use courier services since there are challenges with Post Office.

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 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. 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

:

16 February 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications should be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 29 February 2024 at 16h00.
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae and a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” 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 interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting the limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for posts of SMS will be subjected to a technical exercise during the interviews process that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Office of the Premier. Following the interview and technical exercise, the selection panel will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver's license (where required) will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of evaluation will only be submitted by the shortlisted candidates to HR on or before the day of the interview date. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za.

MANAGEMENT ECHELON

POST 04/63	:	<u>DIRECTOR: EXECUTIVE COUNCIL SECRETARIAT REF NO: OTP: 01 / 24 / 01 (X1 POST)</u> Directorate: Executive Council Secretariat
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Administration/ Public Policy/ Social Sciences or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Provide secretariat services and administration support to the Executive Council. Manage the provision of secretariat services to the EXCO Cluster Committees and EXCO Cluster Technical Committees. Oversee the management, monitoring and tracking of the implementation of the Executive Council (EXCO) decisions. Oversee the management, monitoring and tracking of the implementation of the Cluster Programmes of Action. Provide strategic direction within the Unit.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
POST 04/64	:	<u>DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 01 / 24 / 02 (X1 POST)</u> Directorate: Internal Controls and Compliance
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Auditing/ Accounting/ Risk Management or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/ Senior managerial level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate Governance Structure Services. Facilitate assurance services. Ensure compliance to Internal Control and Compliance Standards. Manage coordination with Stakeholders i.e., Provincial Treasury, Shared Internal Audit Services, Audit Committee and Auditor General of South Africa.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
OTHER POSTS		
POST 04/65	:	<u>DEPUTY DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 01 / 24 / 03 (X1 POST)</u> Directorate: Integrity, Security & Vetting Services
<u>SALARY</u>	:	R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Policing/ Security Management/ Forensic Investigation/ Criminology or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in anti-corruption environment/ Integrity/ Investigations of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate and monitor establishment of the minimum anti-corruption capacity within provincial departments. Coordinate the implementation of anti-corruption education and awareness programmes. Coordinate and manage anti-corruption committees and forums. Monitor the implementation of the whistle blowing mechanisms. Coordinate and monitor the development of information management.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
POST 04/66	:	<u>DEPUTY DIRECTOR: PREMIER ADVISORY COUNCIL (BUSINESS) SECRETARIAT - PEGAC REF NO: OTP: 01 / 24 / 04 (X1 POST)</u> Directorate: Premier Advisory Council (Business) Secretariat- PEGAC
<u>SALARY</u>	:	R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Economics/ Business Management/ Development Studies or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Executive Support Services of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate and support the Premiers Employment Growth and Advisory Council (PEGAC). Provide Secretariat Support to PEGAC Technical Working Groups (TWGs) and their task teams. Streamline PEGAC inputs and its TWGs into the implementation of the LDP IAP through EXCO

Cluster Committees and the Executive Council of the Province. Strengthen partnership between private sector, civil society, industry and Provincial Government and streamline PEGAC and TWGs inputs into the implementation of the LDP through EXCO cluster committees.

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/67 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT COORDINATION REF NO: OTP: 01 / 24 / 05 (X1 POST)**

Directorate: Human Resource Management Coordination

SALARY : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in HRM/ Public Administration or equivalent qualification in the relevant field/ area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Management of which three (03) years must be at Assistant Director level. PERSAL Literacy. A valid driver's license except for people with disability.

DUTIES : Coordinate, develop and manage implementation of Human Resource policies by all Departments. Coordinate appointment of all Heads of Departments. Coordinate effective management and implementation of Departmental HR Plans. Coordinate and Monitor HR Practices within the Provincial Administration. Coordination and management of PILIR in the Province.

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/68 : **DEPUTY DIRECTOR: ODA - REF NO: OTP: 01 / 24 / 06 (X1 POST)**

Directorate: Intergovernmental Relations and Official Development Assistance

SALARY : R958 824 - R1 125 825 per annum (Level 12), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF Level 6) in International Relations/ Public Administration or equivalent qualification in the relevant field/ area as recognized by the South African Qualifications Authority (SAQA). A minimum of five (05) years' experience in Official Development of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.

DUTIES : Manage Official Development Assistance. Monitor, evaluate and report on Official Development Assistance Project Impact Assessment. Liaise and network with partners and International Agencies to foster International Cooperation. Implement Official Development Assistance guidelines and policy framework. Coordinate Corporate Social Investment.

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/69 : **DEPUTY DIRECTOR: DEBT AND BANK RECONCILIATION REF NO: OTP: 01 / 24 / 07 (X1 POST)**

Directorate: Financial Management and Accounting Services

SALARY : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Financial Accounting/ Cost and Management/ Accounting or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of five (05) years' experience in Financial Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.

DUTIES : Manage bank reconciliation. Manage and collect debts. Manage control expenditure and clear suspense accounts. Liaise with Provincial Treasury.

ENQUIRIES : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

POST 04/70 : **DEPUTY DIRECTOR: PROTOCOL AND EVENTS MANAGEMENT SERVICES REF NO: OTP 01 / 24 / 08 (X1 POST)**

Directorate: Protocol and Events Management Services

SALARY : R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package)

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in International Relations/ Public Relations/ Events Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of five (05) years' experience in Communications/ Protocol/ Events Management of which three (03) years must be at Assistant Director level. A valid driver's license except for people with disability.

DUTIES : Manage events. Manage the rendering of protocol services. Manage corporate gifts and flag bank.

- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/71** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: OTP 01 / 24 / 09 (X1 POST)**
Chief Directorate: State Law Advisory Services
- SALARY CENTRE REQUIREMENTS** : R531 381 – R1 252 374 per annum, (Salary level OSD)
: Polokwane
: An undergraduate qualification (NQF level 7) in LLB/ B URIS/ B Proc or equivalent qualification in the relevant field/ area as recognised by SAQA. At least eight (08) years' appropriate post qualification legal experience in Labour matter. Admission as an Attorney or an Advocate. A valid driver's license except for people with disability.
- DUTIES** : Ensure a well-coordinated civil & labour litigation service and represent the Provincial administration in conciliation, arbitration and labour court matters. Provide legal advice to the Provincial administration. Draft or edit labour related contracts and legal documents for the Provincial administration. Perform delegated and assigned duties.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/72** : **ASSISTANT DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP 01 / 24 / 10 (X1 POST)**
Directorate: Public Sector HRD Programmes
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)
: Polokwane
: An undergraduate qualification (NQF level 7) in Human Resource Development or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Human Resources Development and Training at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Assist in the development of policies and standard operating procedures. Co-ordinate and monitor the development and implementation of Developmental programmes (Internship, Learnership / Artisan Development, Experiential programmes and Gratitude Recruitment Scheme). Co-ordinate departmental bursaries. Develop and monitor implementation of Adult Education Training programmes in the Limpopo Provincial Departments.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/73** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP 01 / 24 / 11 (X1 POST)**
Directorate: Human Capital Investment and Research
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)
: Polokwane
: An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Performance Management at a Supervisory level. PERSAL Literacy. A valid driver's license except for people with disability.
- DUTIES** : Provide guidance and support on transversal PMDS. Assist in monitoring and coordination of the implementation of PMDS. Co-ordinate and administer performance management and development system (PMDS). Conduct performance assessment and incentive system. Coordinate, facilitate and manage the performance agreements of HOD's.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/74** : **ASSISTANT DIRECTOR: RESEARCH AND MEDIA LIAISON REF NO: OTP 01 / 24 / 12 (X1 POST)**
Directorate: Research and Media Liaison
- SALARY CENTRE REQUIREMENTS** : R527 298 – R617 622 per annum (Level 10)
: Polokwane
: An undergraduate qualification (NQF level 6) in Communication/ Media Studies or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Communication at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Provide research services for executive council (EXCO) and the provincial government. Analyse and monitor media coverage and need trend. Coordinate public participation programme.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

- POST 04/75** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: OTP 01/ 24 / 13 (X1 POST)**
Directorate: HRD, PMS and Employee Health and Wellness
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Health Science or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Employee Health and Wellness Programme at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Manage the implementation, evaluation and review of Employee Assistance Programme (EAP) in the Office of the Premier. Manage the implementation of Occupational Health & Safety (OHS) and compensation for Occupational Injuries and Diseases (COID). Manage the implementation of Health and Productivity Management at workplace in the Office of the Premier.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/76** : **ASSISTANT DIRECTOR: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 01 / 24 / 14 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management/ Transport Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Supply Chain Management/ Transport Management at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Administer the processing of application of government subsidized vehicles. Monitor and control the utilization of SMS, MMS, Scheme A & B vehicles. Process fuel claims for SMS, MMS, Scheme A & B users.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/77** : **ASSISTANT DIRECTOR: QUOTATION MANAGEMENT REF NO: OTP 01 / 24 / 15 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management/ Logistics/ Purchasing Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of three (03) years' experience in Supply Chain Management at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : Facilitate sourcing of quotations. Facilitate evaluation of quotations. Render secretariat services to the sub-bid evaluation and sub-bid adjudication committees.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/78** : **NETWORK CONTROLLER REF NO: OTP 01 / 24 / 16 (X1 POST)**
Directorate: Department Government Information Technology Office
- SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)
: Polokwane
: An undergraduate qualification (NQF level 6) in ICT or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in an ICT environment. A valid driver's license except for people with disability.
- DUTIES** : Determine Network requirements. Provide LAN, WAN and Desktop Support Services. Monitor the Network environment. Provide the IT Server Support.
- ENQUIRIES** : should be directed to: Mesdames: Mashitoa MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
- POST 04/79** : **ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED VEHICLES REF NO: OTP 01 / 24 / 17 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
: Polokwane
: An undergraduate qualification (NQF level 6) in Supply Chain Management/ Transport Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in Supply Chain Management/ Transport Management. A valid driver's license except for people with disability.

<u>DUTIES</u>	:	Capture fuel claims for subsidized vehicles, SMS, MMS and scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitola MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
<u>POST 04/80</u>	:	<u>STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: OTP 01 / 24 /18 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Polokwane An undergraduate qualification (NQF level 6) in Financial/ Accounting Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of (02) years' experience in Salary Administration. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Administer the accurate payment of salaries, wages and allowances to all employees. Process Human Resources Advice on salaries in PERSAL and management of salary related debts. Administer performance of Tax and other Statutory Deductions reconciliations and render Departmental monthly tax returns to SARS and advice to employees and third parties. Process Subsistence and Travel, Transport / Fuel and Overtime Claims.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitola MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
<u>POST 04/81</u>	:	<u>ADMINISTRATIVE OFFICER – OSC, OLDER PEOPLE & MILITARY VETERANS REF NO: OTP 01 / 24 / 19 (X1 POST)</u> Directorate: Special Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Polokwane An undergraduate qualification (NQF level 6) in Public Administration/ Social Sciences or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in Administration.
<u>DUTIES</u>	:	Coordinate the improvement of mainstreaming of children, Older persons and military veterans programmes. Coordinate advocacy programs for children, older persons and military veteran's programmes. Coordinate capacity building for children, older persons and military veterans. Coordinate procurement processes for children, older persons and military veterans.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitola MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
<u>POST 04/82</u>	:	<u>ADMINISTRATIVE OFFICER: GENERAL RECORDS REF NO: OTP 01 / 24 / 20 (X1 POST)</u> Directorate: Records and Facilities Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Polokwane An undergraduate qualification (NQF level 6) in Information Science/ Archives & Records Management or equivalent qualification in the relevant field/ area as recognised by SAQA. A minimum of two (02) years' experience in Records Management. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Supervise incoming and outgoing post / mail. Handle remittance register. Supervise the management and maintenance of general records. Supervise messenger / driver services and registry clerks. Administer implementation of systematic disposal program.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitola MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively
<u>POST 04/83</u>	:	<u>CLEANER REF NO: OTP 01 / 24 / 21 (X2 POSTS)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R147 036 per annum (Level 02) Polokwane NQF level 1 or 2 (Grade 8/ 9) (AET/ ABET level 2 certificate). A valid driver's license.
<u>DUTIES</u>	:	Provide cleaning services by cleaning offices, restrooms, corridors, elevators and passages. Keep and maintain cleaning materials and equipments.
<u>ENQUIRIES</u>	:	should be directed to: Mesdames: Mashitola MR / Moyaba ME / Kekana PL/ Mgbo PM and Mr. Khorommbi P Tel No: (015) 287 6349 / 6027/ 6293 / 6441/ 6588 respectively

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 19 February 2024
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/84** : **DEPUTY DIRECTOR: AGRICULTURAL MANAGEMENT AND SOCIAL SCIENCE REF NO: AGR 01/2024**

- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Honours degree; A minimum of 5 years middle management (Deputy Director or Assistant Director level in the Public Sector or equivalent in other sectors) experience (management experience in an academic environment). Recommendation: MSc Agric or equivalent qualification; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Policy and curriculum development processes with regard to training; Strategic management; Human resource management and development; Skills needed: Written and verbal communication; Interpersonal.
- DUTIES** : Manage and develop relevant quality training programmes; People management; Policy determination; Financial management; Client services/stakeholder management and engagement/liaison.

- ENQUIRIES** : Mr D Jacobs Tel No: (021) 808 5013

- POST 04/85** : **LECTURER: AGRONOMY (GRAINS) - ELSENBURG REF NO: AGR 19/2023 R1**

- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Competencies: Proven knowledge of the subject field; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.

- ENQUIRIES** : Ms B Abrahams Tel No: (021) 808 5480

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 19 February 2024
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/86** : **DEPUTY DIRECTOR: MOD PROGRAMME REF NO: CAS 01/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: MOD Programme; Recreation-based activities, and relevant next-level activities; Relevant recreation, school sport, sport, arts, culture and education policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people. Skills needed: Communication (written and verbal); Problem solving; Leadership; Managerial; Administrative; Finance; Asset management; Research and inter-sectoral collaboration; Organising and planning; Presentation and Decision making. Abilities: Conflict resolution; Work under pressure and liaise with personnel at all levels.
- DUTIES** : Planning, identification and confirmation of MOD Centres; Ensure that SLAs are explained to each relevant institution (school) and that they comply with them; Ensure that the correct processes and procedures are followed for the establishment and implementation of MOD Centres; Development and maintenance of Information and Knowledge Management System; Ensure the following: Reporting and Communication; Monitoring and evaluation; Human Resource Management and Financial Management.
- ENQUIRIES** : Ms D Manuel Tel No: (021) 483 9660/2/Dr L Bouah Tel No: (021) 483 9608
- POST 04/87** : **ASSISTANT DIRECTOR: REPORTING REF NO: CAS 03/2024**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in finance or related; A minimum of 3 years relevant supervisory experience in a financial statements and reporting environment. Recommendation: A valid driving license (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication (written and verbal); Report writing.
- DUTIES** : Check and review of un-audited and audited annual financial statements; Check and review the interim financial statements; Review monthly and quarterly financial reporting compliance; Research, analyse and interpret accounting information as well as changes in respect of the MCS and AMD and to provide guidance and training thereof; General supervision of employees (including leave management and training gap analysis).
- ENQUIRIES** : Ms L Mannel Tel No: (021) 483 9549
- POST 04/88** : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 05/2024**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in the field of Architecture, Anthropology, History, Art History, Town and Regional planner, Engineering, Building Sciences, Archaeology or Palaeontology; A minimum of 5 years relevant experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Master's degree. Competencies: Knowledge of the following: Training in archaeology and related disciplines; Human resource management; Management of finance in line with the Public Finance Management Act; Skills needed: Written and verbal communication; Analytical thinking; Project Management; Planning and organising; Conflict resolution.
- DUTIES** : Processing most complex and advanced application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for the most complex cases for formal protection of Heritage Resources; Monitor and enforce compliance with most sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance, advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals; Brief counsel or state prosecutor on the technical details with regards to court cases; Ensure proper storage of archaeological and paleontological, meteorites artifacts.
- ENQUIRIES** : W Dhansay Tel No: (021) 483 9729 / waseefa.dhansay@westerncape.gov.za

POST 04/89 : **ADMINISTRATIVE OFFICER: MUNICIPAL FUNDING REF NO: CAS 02/2024**

SALARY : R294 321 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in finance; A minimum of 1 year experience in finance, budgeting and report writing, A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public and provincial libraries; Skills needed: Budgeting; Computer literate; Interpersonal; Administrative; Decision making; Conflict resolution; Organising and leadership; Logical, credible, flexible; Planning and organising; Problem solving; Conscientious/ attention to detail; Reliable and ability to work under pressure; Creative; Innovative, patience; Perseverance; Team player; Written and verbal communication; Report writing.

DUTIES : Design and implement appropriate financial management systems for the section; Responsible for the validation of payment stubs with batches and ensure filing of stubs; Responsible for the preparation of transfers of funds to municipalities; Co-ordinate and distribute information in the MF section; Liaise with local authorities, public libraries and other external role players as required; Supervise the admin clerk and do administrative duties in the absence of the administrative clerk; Provide inputs into policy and budget.

ENQUIRIES : Mr M Simema Tel No: (021) 483 5990

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 19 February 2024

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

MANAGEMENT ECHELON

POST 04/90 : **HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDAT 02/2024**
5-Year Contract

SALARY : R2 158 533 per annum (Level 16)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the Economic Development environment of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A master's degree in economics, Business Administration/ Public Policy would serve as an advantage; Senior Management experience within the Economic and Tourism sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures,

processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.

DUTIES

: Manage economic coordination and stakeholder engagement in order to create an enabling environment for economic growth and job opportunities in a sector-agnostic manner across the province in accordance with the approved Growth for Jobs provincial strategy; Provide provincial economic strategy and catalytic infrastructure services; Execute overall implementation on the Growth for Jobs strategy and managing the Department and entities in a manner that enables private-sector led growth in the province; Provide effective financial management services to the Department; Ensure Departmental management accounting services; Ensure Departmental financial accounting services; Ensure effective supply chain management services; Ensure sound internal control practices; Provide a strategic management support service; Provide a strategic coordination service for the department; Develop and manage knowledge and information systems, records and coordinate ICT; Render communication services to the Department; Monitor and evaluate Departmental performance; Ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the department by the Corporate Services Centre (CSC) i.t.o the provisions of the relevant service level agreement. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Department to ensure constant innovation and capacitation towards economic growth and development; Drive the Departmental strategic planning process; Drive the Development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against predetermined key measurable objectives and standards; Report to the Executing Authority on a regular basis on the activities of the Department; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it; Human Resource Management; Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide staff within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Department; Monitor information capacity building within the Department; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department; Actively manage and promote the maintenance of discipline within the Department. Financial Management; Active participation in the budgeting process at Departmental level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Executing Authority and relevant oversight role players/committees on all aspects of the Department's finances; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms. Louise Esterhuysen Tel No: (021) 483 5856

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.

MANAGEMENT ECHELON

POST 04/91

: **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY**
Directorate: Infrastructure Programme Delivery

SALARY

: R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Build Environment or related field as recognized by SAQA or a 4-year degree in an appropriate management field with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National

School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: At least six years' experience at a middle/senior managerial level. Proven extensive management experience in designing and delivering infrastructure programmes for the health sector. Inherent requirements of the job: Registration with the relevant Professional Council/Board as a Built Environment Professional. Valid (Code B/EB) driver's license and willingness to travel extensively in the province. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Competencies (knowledge/skills): Strategic planning, programme and project management and risk management. Change management and Service Delivery Innovation. Comprehensive knowledge of the built environment, health, finance and related legislation. Financial and Public Administration. Proficiency in MS Word, Excel, Outlook and PowerPoint. Strong negotiation and interpersonal skills. Excellent verbal and written, report writing and presentation skills.

DUTIES : Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan (IPMP), Construction Procurement Strategy and Infrastructure Programme Implementation Plan (IPIP). Monitoring and oversight of the Capital and Scheduled Maintenance Programme in accordance with the Framework for infrastructure delivery and procurement Management (FIDPM) and all relevant legislation. Management of the infrastructure budget as Infrastructure Programme Manager. Strategic management of the Directorate includes setting visionary and strategic direction, participating in strategic planning, evaluating performance against agreed performance indicators, monitoring report progress and ensuring compliance to service delivery imperative and legal prescripts. Manage the Directorate's corporate services, including Financial Management, Supply Chain Management, Support Services and all People Management-related aspects. Provide institutional support through Organisation Development and Quality Assurance (OD/QA) projects to identified Health Facilities where infrastructure projects are implemented and changes in the operational health system is required.

ENQUIRIES : Dr L Angeletti-du Toit at 071 794-7771
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 : 23 February 2024

OTHER POST

POST 04/92 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS AND PEOPLE DEVELOPMENT**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R424 104 per annum
CENTRE : Office of the Chief Director (Employee Relations and People Development)
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National diploma or degree. Experience: Appropriate experience in Labour Relations in the Public Sector. Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's License. Willingness to travel. Competencies knowledge/skills): Ability to negotiate and conciliate. Ability to think analytical and be able to resolve problems. Computer literacy Microsoft Package. Knowledge of People Development. Strong interpersonal, good time management and planning skills. Understanding collective bargaining and dispute resolution in the essential services.

DUTIES : Coordinate and manage statistics/data with regards to disciplinary and grievance procedures. Effective management of all disciplinary matters and disputes. Monitor and maintain the collective bargaining structures. Provide advice, guidance and support to your supervisor and the Management team. Provide training with regards to employee relations to all employees. Support and advice to all staff and supervisors with regards to employee relations.

ENQUIRIES : Ms M Page Tel No: (021) 815-8634 or Michelle.Page@westerncape.gov.za
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 will be expected to undergo an oral interview and/or a practical assessment. Candidates will be subjected to a competency test.

CLOSING DATE : 23 February 2024

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 19 February 2024
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday

from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 04/93** : **HEAD OF DEPARTMENT: INFRASTRUCTURE REF NO: DOI 01/2024**
(5-Year Contract Term)
- SALARY** : R2 158 533 per annum (Level 16)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience of which at least 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: Recommendation: A postgraduate degree in Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and infrastructure sectors. Competencies: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on infrastructure and human settlements; Understanding of information systems that aid in the management of knowledge and information pertaining to the department's function; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance and discourse management processes; The functioning of the Province and the activities of sister departments; Performance management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Emotional Intelligence; Relationship building; Problem-Solving; Decision-making; Persuasion; Coaching; Delegation; Organisation; Planning and Strategizing; Conflict Resolution; Resilience; Big picture thinking; Strategic Forecasting; Negotiation; Cultural awareness; Adaptability; Values: Caring; Competence; Accountability; Integrity; Innovation and Responsiveness; Ethos: Compassionate; Considerate; Hopeful; Forgiving; Honest; Joyful; Patient; Humble and Self-controlled.
- DUTIES** : Facilitate the development of the Western Cape Infrastructure strategy to achieve and drive long-term economic and social goals as well as oversee the implementation thereof; Manage the following infrastructure portfolio's: Provincial Roads; Energy; Water; Freight; Public Works as well as Human Settlements. Strategic management, advice and guidance in respect of the following areas: Provincial Road network; Integrated human settlement development; WCG property portfolio. Transversally plan, co-ordinate and implement integrated infrastructure strategies and programmes; Ensure the provision of effective financial management services inclusive of supply chain management to the Department; Ensure the provision of effective and efficient services to the Provincial Minister; Play a leading and supporting role on different transversal and strategic platforms; Ensure the implementation of sound people management practices; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Department; Diligently perform all duties assigned to the post of Head of Department.
- ENQUIRIES** : Ms. Louise Esterhuysen Tel No: (021) 483 5856
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 04/94 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: DOI 49/2023 R1**

SALARY : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
Civil Engineering Degree (B Eng/BSc Eng); Minimum of 3 years post-qualification engineering experience; Registered with ECSA as a Professional Engineer or submitted application to ECSA for registration as Professional Engineer (registration becomes mandatory within 6 months from appointment); Valid driving license (code B or higher). Competencies: Knowledge of the following: Road infrastructure design in terms of traffic engineering; Traffic signal design; Capacity analysis with the aid of computer software; Road traffic signs and roadmaking designs; Traffic safety assessment; Speed limit review; Relevant technical manuals, standards and procedures; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Provide technical input for road infrastructure design; Develop cost-effective traffic engineering solutions based on sound engineering judgment and relevant standards; Evaluate transport infrastructure design based on sound engineering judgment and relevant standards; Evaluate existing technical manuals, standards and procedures; Ensure training and development of candidate engineers; Liaise with relevant internal and external bodies on engineering matters.

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 2216
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 19 February 2024

POST 04/95 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 03/2024**

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
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving license. Competencies: Knowledge of the following: Design of Education Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation – PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement; Skills needed: Written and verbal communication; Research and development; Technical report writing; Good interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure.

DUTIES : Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other

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

ENQUIRIES APPLICATIONS

: Ms T Potgieter Tel No: (021) 483 4881
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

: 19 February 2024

POST 04/96

: **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 04/2024**

SALARY

: Grade A: R687 879 - R739 509 per annum
 Grade B: R783 693 - R834 993 per annum
 Grade C: R881 121 - R1 035 084 per annum
 (Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE REQUIREMENTS

: Department of Infrastructure, Western Cape Government
 : An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills needed: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES

: Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices ; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES APPLICATIONS : Mr J Sui Sang How Tel No: (021) 483 3329
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 19 February 2024

POST 04/97 : **CANDIDATE ENGINEER: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO. DOI 02/2024**
 (X3 Positions Available for A 2 Year Contract Period)

SALARY CENTRE REQUIREMENTS : R687 879 per annum, (all-inclusive salary package), (OSD as prescribed)
 : Department of Infrastructure, Western Cape Government
 : Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving license. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group a Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety; Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Ms M Hofmeyr Tel No: (021) 483 2427
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 19 February 2024

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 19 February 2024

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person

as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 04/98</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: MD 01/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience in a management accounting working environment. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes and the ability to set up budgets; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Programme and project management; Information, Database and Records Management. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.
<u>DUTIES</u>	:	Provide assistance with the compilation of the budget; Provide assistance with the monitoring of revenue and expenditure; Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes; Regulatory, policy, governance frameworks and operational advice; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms RL Davids Tel No: (021) 483 4505

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	19 February 2024
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 04/99</u>	:	<u>HEAD OF DEPARTMENT: POLICE OVERSIGHT AND COMMUNITY SAFETY REF NO: POCS 01/2024</u> (5-Year Contract Term)
<u>SALARY</u>	:	R1 663 581 per annum (Level 15)
<u>CENTRE</u>	:	Department of Police Oversight and Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the Safety and Security environment of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Safety and Security and/ or Future studies will serve as an advantage; Senior Management experience within

the Safety and Security sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.

DUTIES

: Line Management: Strategic management, guidance and advice in respect of the rendering of efficient and cost effective, transparent and responsive public administration. This include the following functions: Implement the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implement both national and provincial policies on safety and security; Initiate, execute, coordinate and support social crime prevention projects in the Western Cape; Provide an integrated information and research management framework/system towards safer communities in the Western Cape; Provide civilian oversight over law enforcement agencies; Build capacity within communities against crime through increasing levels of consciousness, institutionalizing structures for community participation, empowering community policing and establishing uniform partnerships with communities to decrease the levels of crime and the levels of perception of crime; Manage the security functions on behalf of all Heads of Departments in the WCG; Provide comprehensive security risk management services to the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests; Provide advice and assistance to the Head of Provincial Institutions to comply with relevant security and safety regulations and policies; Provide security support services; Provide an administrative and support service to neighbourhood watch structures; Render an efficient corporate service within the department; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Drive the Departmental strategic planning process; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the department on a continuing basis against pre-determined key measurables objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the department and on matters of substantial importance to the Administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the department, and of the resources employed by it; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement on the compiling of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department; Actively manage and promote the maintenance of discipline within the Department; Manage participation on the budgeting process at Departmental level, and at Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances; Diligently perform all duties assigned to the post of Head of Department; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms Louise Esterhuysen Tel No: (021) 483 5856

DEPARTMENT OF THE PREMIER

APPLICATIONS

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

CLOSING DATE

: 19 February 2024

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person

as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/100** : **POLICY AND STRATEGY ANALYST REF NO: DOTP 04/2024**
- SALARY** : R958 824 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate post graduate qualification in Arts, Social Sciences, Humanities, Economics, Planning, Public Policy or related qualification; A minimum of 6 years' relevant experience within a policy analysis and/ or research methodology environment. Recommendation: Experience in the following: Social and economic policy development and implementation; Managing stakeholder relations, facilitation and networking; Proven experience in a fast-paced, flexible and dynamic environment. A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public policy analysis and public development processes; Strategy development, management, and monitoring; Modern systems of governance and administration; Policies of the government of the day; Global regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Intergovernmental and international relations. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Excellent strategy development; Excellent networking and network formation; Critical thinking; Innovation; Problem-solving; Good facilitation; Project management; Planning; Ability to: Analyse, conceptualise and implement policy and strategy; Work collaboratively and flexibly across teams within the organisation.
- DUTIES** : Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated and multi-disciplinary government programmes and strategic implementation; Support strategic provincial structures with appropriate policy formulation; Supervise operational planning and work organisation of the unit and Provide strategic support to the policy agenda of key strategic public and private partners.
- ENQUIRIES** : Dr H. Fast Tel No: (021) 483 5459
- POST 04/101** : **ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 02/2024**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 3 years supervisory experience in Labour Relations or similar. Recommendation: A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Extensive knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Act, Public Service Regulations, Employment Equity Act; Mentoring and coaching practices; Staff performance management system; Disciplinary and grievance procedures; Human Resource Management; Labour Relations Act as well as other relevant labour relations prescripts; Skills needed: Good communication (written and verbal); Networking; Facilitation; Negotiation; Computer literacy; Leadership; Motivation; Research; Analytical; Conceptual; Interpretive; Formulation; Listening and Interviewing skills.
- DUTIES** : Function as a manager/supervisor will entail the following: Supervision; Unit operational planning; Participate in strategic planning; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/ process; Training and development; Monitor and control expenditure of budget; Brief and assist Counsel in Review matters; Perform the following functions and manage the units who perform the following: Handle and supervise misconduct matters; Handle and supervise grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct, disputes and grievance matters; Handle and supervise disputes.
- ENQUIRIES** : Mr P Samuel Tel No: (021) 483 5118
- POST 04/102** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 13/2023 R2**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management, Law or related field of study; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and

Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.

DUTIES : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Ms I Sinclair Tel No: (021) 483 3520

POST 04/103 : **PERFORMANCE PRACTITIONER: PERFORMANCE CONSULTING REF NO: DOTP 03/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification) in Human Resource Management or Labour Law; A minimum of 1-year relevant experience in people management. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Analytical thinking; Strategic thinking; Conflict resolution; Monitoring, evaluation, and reporting; Presentation; Problem solving; Research; Ability to work independently and as part of a team; Ability to analyse, conceptualise, and implement policy.

DUTIES : Support and provide an advisory service to people managers with the management of poor performance/ill health; Identify poor performers from first, second and final ratings for the relevant cycle; Compile report per department on the poor performers identified as well as the progress made in this regard; Initiation of the poor performance management process and procedures; Manage the development of Poor Performance Case Management System; Administrator of the poor performance case management system; Any Ad Hoc related duties required from and/or within the Performance Consulting.

ENQUIRIES : Ms T Viljoen at Tel No: (021) 483 4375

POST 04/104 : **CASE MANAGER: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 05/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative experience. Recommendation: MS Excel experience. Competencies: Knowledge of the following: Statistical analysis; Database administration; National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Skills needed: Administrative and analysing; Proven computer literacy; Written and verbal communication; Project management.

DUTIES : Daily and continuous maintenance of the case management system; Administer the process of following up on recommendations made by Provincial Forensic Services; Compilation of monthly statistical and/or progress reports using information from the case management system; Liaison with relevant stakeholders.

ENQUIRIES : Mr R Janse van Rensburg Tel No: (021) 483 0901

POST 04/105 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 01/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an asset management; warehouse management; inventory management environment. A valid Code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Relevant systems (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Written and verbal Communication; Client and goal oriented; Ability to work independently and as part of a team.

DUTIES : Assist with asset disposal; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care).

ENQUIRIES : Mr W Brits Tel No: (021) 483 8187

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 19 February 2024
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/106** : **BUDGET COORDINATOR: PROVINCIAL GOVERNMENT FINANCE REF NO: PT 06/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 6 functional specialist experience. Recommendation: Experience in the following: Management accounting field, expenditure analysis and report writing. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury regulations, Provincial Treasury Directives); Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Basic accounting system and its structures; Appropriation accounts; Submissions to Accounting Officer, Ministers, Cabinet and Treasury; Relevant systems; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA); National Treasury Regulations (NTR's); Provincial Treasury Instructions (PTI's); Division of Revenue Act (DORA); Direct Charges Act; Inter-governmental Fiscal Relations Act; Appropriation Act as amended; Skills needed: Proven computer literacy; Presentation; Research and econometric.
- DUTIES** : Coordinating the main budget (EPRE) process for the province, including planning, assessing budget submissions, compiling the budget (printers' proof), drafting of the Bill and tabling of the main budget for the province; Coordinating the adjustment (AEPE) budget process for the province, including rollover applications, planning, assessing budget submissions, compiling the budget (printers proof), drafting of the Bill for the adjustment budget/s and tabling of the AEPE for the province; Coordinate, monitor and analyse the In-year budget spending performance of 3 departments/ votes; Management of staff.
- ENQUIRIES** : Ms M Nicholas Tel No: (021) 483 4896
- POST 04/107** : **CHIEF ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 3 REF NO: PT 07/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : A appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting or Finance (with Accounting 3 as a major subject); A minimum of 6 years' experience in a financial accounting environment of which 3 years must be management experience; A valid code B driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge and experience in the following: Generally, Recognised Accounting Practice (GRAP); Municipal Standard Chart of Accounts (mSCOA); Project management. Competencies: Knowledge of the following: Municipal accounting systems; Skills needed: Computer literacy, Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Project management; Communication (written and verbal); Presentation; Research; Negotiation skills; Ability to work under stress; Ability to manage many tasks simultaneously; Innovation.
- DUTIES** : Project management of mSCOA; Assess municipalities against the relevant Accounting Reporting Framework to inform the application of accounting standards; Conduct analysis of municipal financial data and promoting good governance to enhance transparency on reporting; Service excellence with people; Financial accountability and competent asset stewardship.
- ENQUIRIES** : Mr F Salie Tel No: (021) 483 4252
- POST 04/108** : **PROCUREMENT MANAGER: STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACTING REF NO: PT 09/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)

- CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government
 : An appropriate 3-year B-Degree (or higher qualification) in Supply chain management, Financial Management or Economics; A minimum of 3 years middle management experience in contract management or strategic sourcing environment. Recommendation: Experience in the following: Evaluation and analysing procurement information and data; South African marketplace; Procuring in terms of policies and prescripts and in different sourcing methodologies. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector supply chain management legislation, policies and procedures; Research and reporting procedures; Strategic sourcing methodologies; Financial Management and Project Management; Skills needed: Entrepreneurial thinking; Analysing; Planning and organising; Delivering results and meeting customer expectations; Learning and researching; Written and verbal communication.
- DUTIES** : Guide and manage the design, development and maintenance of strategic procurement strategies; Identify and manage strategic procurement risks; Ensure effective and efficient demand management services; Ensure an effective and efficient acquisitions management service.
- ENQUIRIES** : Ms N Ebrahim Tel No: (021) 483 6645
- POST 04/109** : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 05/2024**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge on the Basic Accounting System (BAS). Competencies: Data analytical skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with basic enquiries.
- DUTIES** : Rendering of a user support and training to departments system users in the province; Assessing and maintaining the financial management system and time identification of new system requirements and arranging system applications; The investigation, implementation and management of an analytical tool for the detection of irregular fraudulent transactions on financial systems; The analysis and provision of system data to all departments; Responsible for the department system controller functions specifically related to the day-to-day management of transversal systems to Provincial Treasury.
- ENQUIRIES** : Mr I Callaghan Tel No: (021) 483 8277

DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 19 February 2024
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 04/110	:	<u>REGIONAL DIRECTOR: EDEN KAROO REF NO: DSD 01/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years' experience at a middle-management level. Recommendation: A valid driving license/ Alternative mode of transport for a person with disabilities. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Education environment; Management principles; Public Service procedures; Core Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning.
<u>DUTIES</u>	:	Oversee the management and implementation of the following social welfare and community development services within the Eden Karoo Region: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Community Development Programmes; Oversee district business planning, information management and stakeholder management; Strategic Management; Oversee regional level and corporate service; Financial Management.
<u>ENQUIRIES</u>	:	Ms. A Van Reenen Tel No: (021) 483 3996
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

POST 04/111	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD 03/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or related; A minimum of 3 years executive office experience. Recommendation: A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of organization; Financial management, monitoring and reporting procedures and systems; Department strategic planning and monitoring and evaluation processes; Policies and procedures related to the management of staff (disciplinary code, Labour Relations Act, Basic Conditions of Employment Act, and Performance Management. Skills needed: Written and verbal communication; Computer literacy; Project management; Accounting finance and audit; Report writing; Change management; Strategic management and Time management.
<u>DUTIES</u>	:	Coordinate and execute ministerial and other HOD enquires; Perform a liaison role between the Department in its relations with other government departments; Render a support service to HOD in the organising of meetings; Render a secretariat service for all meetings; Render administrative support (including travelling, budgets, reporting and submissions); People Management.
<u>ENQUIRIES</u>	:	Ms R Patel Tel No: (021) 483 9392
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	19 February 2024

POST 04/112	:	<u>ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 06/2024</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Skills needed:

- Communication (written and verbal); Analytical and strategic thinking; Project management; Ability to analyse, conceptualise and implement policy, Research.
- DUTIES** :
- Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and Revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyse all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms S Nieftagodien Tel No: (021) 483 6279
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** :
- Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** :
- 19 February 2024