



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2024

DATE ISSUED 31 MAY 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT: Kindly note that the following positions were advertised in the Public Service Vacancy Circular 16 dated 10 May 2024 with the closing date of 31 May 2024 are amended as follows: The applications for the posts under the following centers:
Towoomba Research Station and LDARD must be submitted or forwarded to: The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
The physical address for Sekhukhune District and Capricorn District is amended as follows: Sekhukhune Block 27 Next to Traffic Station Lebowakgomo and Capricorn District Block 28 Next to Traffic Station Lebowakgomo.

The Centre for the six posts of General Worker (Redline/Gate/ Guard/Fence Patroller): Ref No. LDARD 75/3/2024 has been amended. The correct Centre is Vhembe East. The Department reserves the right not to make any appointment for the advertised posts. The closing date for submission of applications is extended to the 14 June 2024 at 16:00

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DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well-co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications must be submitted electronically via email to Executives@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953.
- CLOSING DATE** : 14 June 2024
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 19/01** : **CHIEF DIRECTOR: DISASTER RISK REDUCTION, CAPACITY DEVELOPMENT REF NO: CD/DRRCD-05/24**
- SALARY** : R1 371 558 per annum (Level 14), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44. (Kindly note that this is a re-advertisement and candidates who had previously applied are encouraged to re-apply)

**CENTRE
REQUIREMENTS**

: Pretoria
:
: A Grade 12 Certificate, and a three-year NQF level 7 qualification as recognised by SAQA, preferably in Development Studies, Disaster Risk Management/ equivalent qualification. A minimum of 5 years' experience at senior management level in local government operations. Disaster Risk Management will be an added advantage. Proficient in Microsoft Suite as well as Microsoft Office 365 applications. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Additional Requirements (Advantage): A postgraduate qualification (NQF level 8 as recognised by SAQA). Involvement with or in United Nations organizations through participation at conventions, workshops or in committees dealing with environmental risks. Experience as a Senior Lecturer and/or Senior Researcher at a Tertiary institution in the disaster management fraternity. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of, Disaster Management Act, 57 of 2002, National Disaster Management Framework 2005 and related legislation, the concept of disaster risk management, the core philosophy of disaster risk reduction and mainstreaming risk reduction into development programmes, project management methodologies, information management and GIS.

DUTIES

: The successful candidate will perform the following duties: Promote education, training, public awareness and research among role-players and communities. Facilitate the development and implementation of disaster risk reduction planning and strategies. Promote and facilitate disaster risk assessment and early warnings. Managerial functions for SMS relating to strategic, operational and risk management, financial and contract management, and human resources.

ENQUIRIES

: Mr J Tidimane Tel No: (012) 334 0734

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 18 June 2024
- NOTE** : All short-listed 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 for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 19/02** : **CHIEF DIRECTOR: WOMEN'S MATERNAL, CHILD AND NEONATAL REPRODUCTIVE HEALTH REF NO: NDOH 11/2024**
Chief Directorate: Women's, Maternal Child and Neonatal Reproductive Health
- SALARY** : R1 371 558 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/equivalent NQF Level 7 qualification in Health Sciences or Health related field, registerable with the Health Professions Council of South Africa (HPCSA). Qualification in Obstetrics & Gynaecology (O&G) will be an advantage. At least five (5) years' experience at a senior management level. Knowledge of and experience in policy development, drafting and implementation. Knowledge and experience in monitoring and evaluation of programmes. Knowledge of and experience in other programmes that impact on family health, particularly HIV and AIDS, PMTCT and Nutrition. Specialised knowledge in family health, with particular emphasis on prevention of birth defects, family planning and contraception, TOP, sexual assault care, and HIV/AIDS. Knowledge of international conventions such as CEDAW, IPID, the World Summit Goals, the Millennium Development Goals and the CARMMA strategy for South Africa. Sound and in-depth knowledge of relevant prescripts

and understanding of the legislative framework governing the Public Service. Knowledge of Public Finance Management Act (PFMA). Good communication (verbal and written), strong strategic and analytical skills, project management, leadership, negotiation and advocacy skills, monitoring, evaluation and research skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Oversee the reduction of maternal mortality ratio for live births. Develop and support implementation of plans to reduce maternal, child and neonatal mortality. Oversee reduction of neonatal mortality rate for live births. Ensure that Districts have MSSN and HBB Master trainers to cascade training in the District, with a focus of poorly performing District. Manage and coordinate the expansion of the PMTCT programme. Develop provincial reports to track progress on the elimination of mother-to-child transmission of HIV. Improve access to sexual and reproductive health services. Monitor sexual and reproductive health services provision such as contraceptives, fertility services and sexuality services. Ensure effective risk management, governance and compliance. Ensure good practices in standard methodologies and processes are used in the execution of projects.

ENQUIRIES : Mr RW Morewane Tel No: (012) 395 8757/8

POST 19/03 : **SENIOR SOFTWARE DEVELOPMENT ENGINEER REF NO: NDOH 16/2024**
Chief Directorate: Digital Health Information System

SALARY : R1 371 558 per annum, an all-inclusive remuneration package, [basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria
: An undergraduate qualification (NQF 7) as recognized by SAQA in Computer Science or ICT. At least five (5) years' experience at senior management level in installing, configuring and troubleshooting UNIX/Linux based environments. Experience in the administration and performance tuning of application stacks e.g., Tomcat, JBoss, Apache, Ruby and NGINX. Cloud, virtualisation and containerization e.g., VMware, Virtual Box. Understanding of both operational and scope aspects of projects. Experience with monitoring systems, automation software like Puppet, cfengine, Chef. Knowledge of OSI network layers, TCP/IP, data architecture and programming, interpretation of technical requirements into an overall system planning that makes the best working capability at reasonable cost, the health sector (Basic), National Health Insurance policy and Act, Public Service Regulations and Public Service Act and the National Health Act. Good shell scripts, Perl, Ruby, Python, conflict and people management, information security, analytical, ethical behaviour, communication (written and verbal), customer service, planning, organisational, computer (MS Office), stakeholder, time and team management skills. Ability and willingness to travel. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Manage and monitor all installed systems and infrastructure to proactively ensure the highest levels of systems and infrastructure availability. Support installation, configuration, testing and maintenance of operating systems, application software and system management tools. Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes. Actively maintain security, backup, and redundancy strategies for NHI IS Infrastructure. Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

POST 19/04 : **DIRECTOR: HEALTH CARE BENEFITS REF NO: NDOH 13/2024**
Chief Directorate: Health Care Benefits and Provider Payment Design
(Five Year Contract)

SALARY : R1 162 200 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

<u>CENTRE REQUIREMENTS</u>	: Pretoria : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Decision Science, Health Economics, Operations Research, Biostatistics, Epidemiology, or related Quantitative Social Science field would be an advantage. At least five (5) years' experience at a Middle/Senior Management level in benefits design and coding. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design, Health Needs Assessments, Health Technology Assessment and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	: Develop methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments (consider costs, cost-effectiveness), and monitoring and control of progress against strategic objectives, including defining the evidence-based comprehensive package of health services, medicines and consumables covered or specifically excluded from the Health Service Benefits. Develop methodology for and facilitate Health Needs Assessments for clinical interventions, pharmaceuticals and technologies. Develop and integrate a policy that links referral and portability of access to services to the benefits design. Develop methodology for, and facilitate, Health Technology Assessment (HTA) for clinical interventions, pharmaceuticals and technologies including specific health services to be added to the NHIF on an incremental basis and an approach to on-going revisions to the Health Service Benefits. Prepare information for the public on the list of Health Care Benefits for users. Prof. N.G Crisp at Nicholas.Crisp@health.gov.za
<u>ENQUIRIES</u>	: Prof. N.G Crisp at Nicholas.Crisp@health.gov.za
<u>POST 19/05</u>	: <u>DIRECTOR: PROVIDER PAYMENT MECHANISM AND RATES REF NO: NDOH 14/2024</u> Chief Directorate: Health Care Benefits and Provider Payment Design (Five Year Contract)
<u>SALARY</u>	: R1 162 200 per annum, an all-inclusive remuneration package, [basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	: Pretoria : An undergraduate qualification (NQF level 7) as recognized by SAQA in Finance or Accounting, Economics, or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Finance or Accounting, Health Economics, or related Quantitative Social Sciences field would be an advantage. At least five (5) years' experience at a Middle/Senior Management level in Health Economics/ Accounting conducting sophisticated quantitative analyses and proven economic research output relating to health economic modelling techniques. Experience developing health-focused econometric models using decision analysis software. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design and payment, and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	: Review the existing data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. capitation and DRGs), as well as opportunity for and constraints to changes. Develop an approach to on-going revisions of the provider payment system, and develop, pilot, and implement

new provider payment mechanisms. Determine the nature of provider payment mechanisms and adopt additional mechanisms, including capitation for PHC and DRG for hospitals. Define cost modelling methodology and required data sets and develop costing manual and determine the prices of health care services/drugs/consumables to be paid by the NHIF based on developed costing manual. Prepare information for the public on the prices of services/drugs/consumables included in the Health Care Benefits.

- ENQUIRIES** : Dr N Crisp at Nicholas.Crisp@health.gov.za
- POST 19/06** : **DIRECTOR: FRAUD AND CORRUPTION PREVENTION REF NO: NDOH 15/2024**
Chief Directorate: Risk and Fraud Management
(Five Year Contract)
- SALARY** : R1 162 200 per annum, an all-inclusive remuneration package, consisting of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Finance/Accounting or related field (Fraud/Risk Management). A post graduate qualification (NQF 8) in a relevant discipline such as forensic auditing will be an advantage. At least five (5) years' work experience at middle management in risk and fraud management field. Knowledge of fraud/financial crime prevention and detection systems and related business processes, procedures as well as risk management software and MS office. Knowledge of the National Health Insurance policy and the Act. An understanding of compliance, regulations and laws. Good problem solving, innovative thinker, organizational, information evaluation, decision making, objectivity, resilience, communication (verbal and written), negotiation, conflict management, interpersonal, assertiveness, customer service, planning and team management as well as reliable and thorough with a deep commitment to accuracy and reporting. Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
- DUTIES** : Develop, manage and implement sound risk management and promote robust governance within the National Health Insurance Fund. Develop, manage and implement the strategy to reduce fraud, corruption and maladministration. Identify and measure fraud risks and take steps to mitigate identified risks through development and implementation of fraud compliance and prevention processes and procedures. Conduct fraud risk assessments and design, develop and implement fraud risk controls. Facilitate the implementation of a fraud and corruption prevention strategy.
- ENQUIRIES** : Dr. NG. Crisp at Nicholas.Crisp@health.gov.za
- POST 19/07** : **DIRECTOR: PROJECT PORTFOLIO MANAGEMENT REF NO: NDOH 21/2024**
Chief Directorate: Health Systems Digital Information
- SALARY** : R1 162 200 per annum, an all-inclusive remuneration package, consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification in Project Management, Information Technology, Engineering or Business/Public Administration. A post graduate NQF level 8 qualification and/or professional registration as a project & project portfolio management will be an advantage. At least five (5) years' work experience in project, programme and portfolio management in the Health Sector at middle management level. Exposure through managing both Business and ICT projects will be an added advantage. A basic understanding of information systems development and implementation and ICT concepts, knowledge and understanding of the health systems, high level of emotional intelligence, ability to work in an unstructured environment requiring frequent changes. Good problem solving, strategic thinking and management, organizational, resilience, communication (verbal and written), interpersonal,

assertiveness, team management, adaptability, time management, ethical behaviour and drive and self-management skills. Ability to work under high levels of pressure, independently and with a team. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Define and manage an enterprise-wide project portfolio office which serves the needs of the NHI Digital Information Platform and NHI ensuring successful delivery of projects on time and within budget including the overseeing of planning, implementation, monitoring and evaluation of digital health projects and programmes. Ensuring that project purpose, scope objectives, constraint and risks are developed and managed to ensure efficiency and effective project completion. Creation of a project governance framework based on NHIF requirements. Define and refine enterprise project portfolio standards, governances' structures, roadmaps, modules, and tools to ensure implementation within the NHI environment working through the NHI Digital information unit. Manage, guide, oversee and advise all approve projects and to validate all solutions within the Digital Health unit environment. Review and improve existing internal control systems to reduce non-compliance and possible audit findings. Create a matrix structure of project management and governance through the Project Portfolio Office that seeks to ensure that the various teams within the NHI Digital information unit are led and managed appropriately.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

OTHER POSTS

POST 19/08 : **SPECIALIST: TECHNOLOGY ESSENTIAL EQUIPMENT LIST REF NO: NDOH 18/2024**
Chief Directorate: Health Products Procurement

SALARY : R849 702 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria
: An undergraduate qualification (NQF 7) as recognized by SAQA in Biomedical Engineering, Pharmacy Biology, Nursing, Life Sciences, Public Health, Health Economics, or other related fields. A postgraduate qualification (NQF 8) in Supply Chain management, a Biomedical Engineering degree would be an advantage. At least five (5) years' work experience with medical devices and diagnostics including health product specifications for supply chain management. Knowledge of Supply chain software and understand the principles of health product procurement. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license.

DUTIES : Provide technical inputs regarding mechanisms to monitor and evaluate the risks inherent in the public procurement process and work closely with CD: Risk & Fraud Management to identify risky practice. Provide specifications for the supply chain management process and price setting for medical devices and health technology. Provide specifications for a list of high-cost devices and equipment of potential value to NHIF service delivery. Participate in the review of the Formulary annually, or more regularly if required, to consider changes in the burden of disease, product availability, price changes and disease management. Work with the Health Care Benefits Directorate in the development and maintenance of the Formulary (comprised of the Essential Medicine List and Essential Equipment List) as well as a list of health-related products used in the delivery of health care services to determine the selection of medical devices and health technology to be procured for NHI providers (SAHPRA approved products).

ENQUIRIES : Prof. N.G. Crisp at Nicholas.Crisp@health.gov.za

<u>POST 19/09</u>	:	<u>DEPUTY DIRECTOR: NURSING EDUCATION AND TRAINING REF NO: NDOH 20/2024</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R849 702 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree (NQF Level 7) in Nursing (General). A post basic Degree or Diploma in Nursing education will be an advantage. At least three (3) years' management experience in the nursing environment of which two (2) years must be appropriate/recognizable experience in nursing education and training. Knowledge of the relevant legislative framework governing Nurse Education and Training such as the National Health Act and Higher Education Act, knowledge of labour issues related to nursing, policy development and analysis, research as well as understanding of current nurse education issues. Good computer, communication (written and verbal), interpersonal, project management, planning and organising, human and financial management skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.
<u>DUTIES</u>	:	Manage the development, implementation, monitoring and evaluation of policies related to education and training of nurses. Support the development of the funding model for public nursing colleges. Provide support to colleges towards positioning nursing education within higher education landscape. Determine the capacity of Nursing Education Institutions (NEIs) to offer the NQF aligned Nursing Education Qualifications. Improve capacity of nursing and midwifery educators. Provide technical support to nursing colleges to strengthen their capacity as institutions through twinning and partnerships with other Nursing Education Institutions. Promote continuing professional development for nurses. Participate in the development of a strategy for retaining of nurses in relation to the new Scopes and Practice. Provide overall management of sub-directorate: Nurse Education and Training. Manage finances in line with the PFMA as well as manage, guide and support officials. Compile strategic, operational, quarterly, and annual reports in collaboration with the Director: Nurse Education and Training.
<u>ENQUIRIES</u>	:	Dr Kobie (SJ) Marais Tel No: (012) 395-8612 or 076 688-7345
<u>POST 19/10</u>	:	<u>DEPUTY DIRECTOR: DATA SCIENTIST REF NO: NDOH 22/2024 (X1 POST)</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R849 702 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree (NQF 7) in Computer Science. Bachelor of Science or Postgraduate (NQF 8) qualification majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology will be an advantage. Geographical Information System as a module as an added advantage. Five (5) years in IT and at least three (3) years data science experience in handling and manipulating large datasets using enterprise database technologies, building SQL-based ETL processes and advanced SQL programming, building web-based reports, preferably using enterprise reporting tools, statistical and data mining techniques: GLM/Regression, Random Forest, Boosting, Trees, text mining, social network analysis, etc., team-based software development and management approaches, business intelligence. Experience in dealing with health-related data and modelling will be advantage. Proven knowledge of statistics (regression, properties of distributions, statistical tests and proper usage, etc.); machine learning (regression, simulation, scenario analysis, modeling, clustering, decision trees, artificial neural networks) and their real-world advantages/drawbacks, coding languages (C, C++, Java, JavaScript), databases, data mining (GLM/Regression, Random Forest, Boosting, Trees, text mining, social network analysis) and reporting technologies, database, transaction processing, referential integrity. Knowledge of database security administration, user management, IT hardware management data security and data governance as well as being able to understand the Digital Health Policies, National Health Act, POPI Act and National Health Insurance Plan.

Good communication (verbal and written), interpersonal, leadership ability, time management, motivational, strong negotiation, mathematical/analytical and logical thinking, customer service, planning, organizing, team management and computer skills (MS Office packages). Ability to conceptualise, design and implement efficient data-driven reports and visualization. A valid driver's license.

DUTIES : Plan, coordinate and execute data science projects activities that develop Digital Health Data Architecture, leverage existing and new data to inform decision-making, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment. Organise different health related datasets so that it can be used to analyse and visualise, review and plan health services and support decision-making within the NHI context. Develop new methods/technologies for solving data use and analytic problems and incorporate into the Business Intelligence (BI) solutions for the NHI Fund. Design, Implementation, and maintenance of database systems which include. Database Tuning, Security and Management, Data Mining and flowcharting, Database Administrative related functions within the scope of the Microsoft SQL server architecture environment. Participate and contribute to Digital Health Governance with a focus on Database and Data Governance and ensuring compliance to relevant legislation such as the National Health Act and POPI Act.

ENQUIRIES : Ms M Wolmarans at Milani.Wolmarans@health.gov.za

POST 19/11 : **DEPUTY DIRECTOR: PROJECT COORDINATOR REF NO: NDOH 23/2024**
Chief Directorate: Health System Digital Information

SALARY : R849 702 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : An Advanced Diploma or B-degree (NQF level 7) qualification in Project Management, Business or Public Administration or Information Technology. Certification in Agile Project Management, Project Management Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added advantage. At least five (5) years' proven experience in coordinating projects in the Health Sector or Information Management on Assistant Director or similar equivalent level. Excellent organizational skill, multi-tasking, and time management. Strong client-facing and teamwork skill. Strong working knowledge of Microsoft Suite of products and display of excellent computer skills. Proven ability to create and monitor flow charts, schedules and step by step action plans. Knowledge and understanding of the NHI Digital Health Context and its various aspects, from strategy through to implementation. Knowledge of ICT standards, policies, and procedures and the PFMA. Basic knowledge of the health sector, the National Health Insurance Plan, Public Service Regulation and Public Service Act, as well as the National Health Act. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Provide administrative support to the project manager, including reports, minutes, and communication to various stakeholders, internal and external. Break projects into doable actions and set timeframes. Assign tasks to internal team members and assist with schedule management while various project's day-to-day activities, resources, risks, and equipment are coordinated. Keep track of project timetables, schedules, budgets, and expenditure and keep a up to date filing system of electronic and other documentation. Organise, attend, and actively engage in stakeholder gatherings while creating and maintaining comprehensive project documentation. Make all logistical arrangements for project managers relating to project meetings and travel requirements. Give input to project revision and ensure project deadlines are achieved.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

POST 19/12 : **SENIOR LEGAL ADMINISTRATION OFFICER - MR 6: PHC & OP ACCREDITATION REF NO: NDOH 17/2024**
(5 Year Contract)
Chief Directorate: User and Provider Management
Directorate: Provider Accreditation

SALARY : R556 356 – R1 314 666 per annum

- CENTRE REQUIREMENTS** :
- Pretoria
- A three/four-year legal qualification i.e. B. Juris/B. Proc/ LLB. Admission as an Attorney or Advocate will be an advantage. At least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules of Parliament. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's licence.
- DUTIES** :
- Develop and maintain an appropriate staggered methodology for accreditation standards, and the procedures for accreditation, including minimum required range of personal health care services specified, appropriate number and mix of health care professionals, in accordance with guidelines, to deliver the health care services specified, adherence to treatment protocols and guidelines, including prescribing medicines and procuring health products from the Formulary, etc. Develop, publish and revise (when appropriate) accreditation regulations and published guidelines. Develop and maintain an appropriate staggered methodology for physical inspection and checks to verify that health care providers who are already certified compliant by the Office of Health Standards Compliance (OHSC) meet their awarded prescribed accreditation standards. Collaboration with the Digital Systems unit develop, maintain, analyse and monitor the registry of NHIF accredited health care providers (from the Master Facilities List). Develop and implement a method for monitoring continued compliance of the health care providers with their accreditation standards and status.
- ENQUIRIES** :
- Prof. N.G. Crisp email: Nicholas.Crisp@health.gov.za
- POST 19/13** :
- PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: NDOH 19/2024**
 This is a re-advertisement post. Applicants who had previously applied need to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- R444 036 per annum, (plus competitive benefits)
- Office of the Director-General, Pretoria
- A National diploma or equivalent NQF Level 6 qualification in Public or Business Administration / Public Management / Business Management / Office Management / Office Administration as recognized by SAQA. A NQF 7 or post graduate degree of the above qualifications will be an advantage. At least three (3) years' experience in rendering secretarial and personal assistant duties to executive management. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience in supply chain and finance processes as they relate to the administration of meetings and petty cash. Strong organizational skills with specific reference to management of documents. Computer literacy (Microsoft Office). Strong interpersonal relations. Strong time management skills. High level of reliability. Ability to act with tact and discretion. Ability to multi-task, prioritize and work in a high-paced environment. Ability and willingness to perform sessional duties and work extended hours as and when required. A valid driver's license.
- DUTIES** :
- Provide effective and efficient Secretarial and Personal Assistant support to the Director-General. Ensure efficient, organised, and discreet management of the Director-General's diary and coordination of meetings. Manage sensitive matters with a high level of confidentiality. Attend to all of the Director-General's travel requirements and arrangements. Prepare travel expense reports. Draft correspondence for the Director-General when required. Process emails and requests addressed to the Director General in a timely manner. Perform other administrative functions when required. Ensure safekeeping of documentation in the office of the Director-General in line with relevant legislation and policies. Perform sessional duties in Cape Town and travel as and when required.
- ENQUIRIES** :
- Ms K Nkuna Tel No: (012) 395 8033

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line: E-mail to Recruitment.MMSSMS@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
- CLOSING DATE** : 14 June 2024
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach the certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 19/14** : **DIRECTOR: CURRICULUM SUPPORT REF NO: NSG 16/2024**
Job Purpose: To provide curriculum support by enhancing the teaching and learning process through the provision of necessary tools and assistance for the NSG to effectively implement the ETD interventions.
- SALARY** : R1 162 200 per annum (Level 13), an inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : As a minimum, applicants must possess a tertiary qualification (NQF level 7) in Economics, Political Economy, Developmental Studies and/or Corporate Governance. A Masters qualification (NQF level 9) in any of these qualifications will be an added advantage. Applicants must demonstrate knowledge and experience of Curriculum and Instructional Design and Development for multiple modes of Education Training and Development (ETD) delivery at a tertiary education level. To demonstrate experience as writer and curriculum developer, applicants must submit two (2) samples of modules from a course

or programme they have developed, as well as one (1) peer-reviewed publication (journal article or book chapter) in any of their areas of specialisation. For co-published peer-reviewed work, more than one (1) publication must be attached to the application. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Appropriate experience in the Education Training and Development experience, preferable in the tertiary education sector. At least five (5) years of experience working at a middle management level. Knowledge: Knowledge of and experience in Curriculum Instructional Design for blended, virtual and face to face modes of delivery. Knowledge of decolonisation, transformational and participatory pedagogies. Knowledge and understanding of the Constitution, Public Service Legislation including the Skills Development Act, PFMA, MFMA and Treasury regulations. Knowledge of SAQA processes, NQF Act (2019) and other rules guiding accreditation and quality assurance in South Africa. A good theoretical and practical knowledge of best practice and cutting-edge curriculum and materials design, with some experience in the disciplines mentioned above. Knowledge of a range of methodologies for learning and development. Good understanding of project management and working to defined outcomes. Knowledge of the Batho-Pele principles and their importance in the implementation of public services. Competencies: Proven advanced writing research, analytical, proofreading and copy-editing skills. Instructional design skills for blended, virtual and face to face courses. Proven knowledge of the theory and practice applicable in the disciplines listed as core qualifications requirements for this position. Communication and liaison skills to work with different stakeholders, both internal and external to the public sector and internationally. Digital skills to work in technology enabled environments, management and reporting tools. Advanced relevant computer skills in the design and development of ETD materials. Personal Attributes: Engage in professional development activities to stay up to date and maintain professional knowledge. Ability to multi-task plan, prioritise and manage several projects through to completion. Capable to work autonomously and collaboratively within a team. Ability to analyse problems, identify solutions and take appropriate action as well as resolve conflicts through independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; attention to detail-creativity and innovative and the ability to work under pressure. Travel and work extended hours. Travel and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Research and curate relevant content to inform NSG curriculum and ensure its alignment with Constitutional values and principles. Design and develop compelling course content based on applicable international and national standards and policy to mediate capacity building interventions. Write learning materials for multiple modes of delivery. Determine the appropriate instructional methodologies for face-to-face (synchronous) and (asynchronous) online delivery. Utilize multimedia resources to enhance learning effectiveness. Ensure that the course materials and activities comply with legal and ethical standards, including copyright and intellectual property rights requirements. Critically review the course content, teaching materials, and resources to ensure they are up-to-date and relevant. Implement a structured review and approval workflow for curriculum changes to maintain consistency and quality. Review data related to student performance as well as evaluation reports to identify trends and areas for improvement. Design course content and materials cognisant of principles and values of inclusivity and social justice. Interpret macro policies for translation into learning content and segments. Provide guidance and advice to curriculum developers on the interpretation of government policy to develop learning content. Write clear, concise, and comprehensive policy documents outlining objectives, strategies, guidelines, and procedures for implementation. Collaborate with international programmes and initiatives to incorporate international and global perspectives into the curriculum. Compose and write scholarly articles and position papers to influence NSG's curriculum content. Develop and implement NSG curriculum design and delivery policy in line with the objectives of the National Framework towards the Professionalisation of the Public Sector. Establish a

system for ongoing policy monitoring to inform NSG curriculum content and development processes. Assess the curriculum's compliance with external accreditation, regulatory, and Total Quality Management System (TQMS) standards. Communicate TQMS policies and quality standards to all relevant stakeholders to ensure a shared understanding. Implement a structured review and approval workflow for curriculum changes to maintain consistency and quality. Identify the specific needs and goals of learners and facilitators to tailor the curriculum learning pathways. Define the educational goals and outcomes that the learning pathways are intended to achieve. Evaluate the quality, credibility and relevance of NSG's courses towards structuring learning pathways. Organize learning content into a logical sequence to progress from foundation to advanced competency levels. Curate the learning pathways into manageable learning units. Provide specifications for the institutional Learner Management System (LMS) to enable the implementation of skills programmes, short learning programmes and qualifications. Ensure that the learning pathways accommodate the diverse learning and professional progression needs of the NSG's target audiences. Establish quality control measures to ensure that the courses and materials within the pathway are up-to-date and of high quality. Update and improve the learning pathway based on feedback, changes in the field, and evolving educational goals. Foster a collaborative networking relationship with internal and external faculty to elicit inputs from subject matter experts into the learning content and ensure continuous improvement of learning material. Liaise with quality assurance and accreditation to ensure consistency with quality standards and accreditation requirements. Present reviewed courses to Quality Assurance (QA) meetings. Provide the materials developers with feedback from stakeholder consultations and quality assurance and ensure the implementation of these recommendations. Facilitate internal working sessions on the latest effective teaching, facilitation methods and curriculum innovations. Explore in collaboration with eLearning Unit innovative tools and platforms to enhance online learner experiences. Review the technology tools, and online resources used in the courses to ensure they remain current, relevant, and effective. Curate and update digital content and resources to keep them current and relevant. Apply principles of instructional design to create engaging and effective online learning experiences. Evaluate the effectiveness of the eLearning curriculum, make necessary adjustments, and stay current with evolving eLearning trends and technologies Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings, publications and presentation at conferences. Identify potential risks in the curriculum design and delivery process and develop mitigation strategies. Management of people and resources.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Mbombela/Mpumalanga Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Makhanda/Mthatha/Bisho: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Limpopo Provincial Service Centre: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

KwaZulu Natal, Durban: Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

CLOSING DATE

: 14 June 2024

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability

check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process. Note: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

- POST 19/15** : **COURT MANAGER REF NO: 2024/59/OCJ**
- SALARY** : R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Matric Certificate and three-year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder

- relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical enquiries / HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 19/16** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2024/60/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Provincial Service Centre
- REQUIREMENTS** :
 Matric certificate and a three-year National Diploma/ Bachelor' Degree in Human Resources Management or equivalent qualification at NQF Level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years relevant experience in Human Resources Management and Administration plus three (3) years' experience at supervisory level in HRM and related fields. A valid driver's license. Skills and Competencies: Knowledge and understanding of relevant Human Resources Management Legislation/Directives and Policies must be able to understand/interpret policies and implement strategies. Extensive knowledge of the PERSAL system. Formal PERSAL training. (shortlisted candidates will be required to submit PERSAL certificates/results). Computer literacy (MS Office). Excellent communication skills (written and verbal). Good people management/interpersonal relations. Exceptional report writing skills. Ability to work long hours when required. The ability to work under pressure and adhere to deadlines. Be self-motivated. Attention to detail. Problem solving and maintaining discipline. Commitment and integrity. Confidentiality and professionalism. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Manage and coordinate HRM administration matters within the Department, to contribute to the rendering of a professional Human Resource Management services with respect to conditions of service and benefits, leave, housing, medical aid, injury on duty, termination, long service recognition, overtime, relocation, pension, allowances. HR provisioning (Recruitment and selection, appointment, transfers, verification of qualifications, secretariat functions at interviews etc). Implement and manage the Performance Management and Development system in the province. Responsible for the facilitation and coordination of Labour Relations, Employee Wellness and Learning and Development in the Province. Address Human Resources Administration enquiries and manage all PERSAL transactions. Ensure the correct implementation of Departmental/Public Service policies on matters related to Human Resources Management and adherence to the relevant prescripts/ legislations. Inform, guide and advice relevant stakeholders on Human Resources administration matters to enhance the correct implementation of Personnel administration practices/policies. Manage and administer policy and procedures on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the HRM Registry services and records management. Prepare and consolidate reports. Human resources management administration issues.
- ENQUIRIES** : Mr. TD Masemola / Ms. E.M Ramaphakela Tel No: (015) 495 1753/1744
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 19/17** : **LAW RESEARCHER REF NO: 2024/61/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng division of the High Court: Pretoria
- REQUIREMENTS** :
 Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added

advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the 34 relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.

ENQUIRIES : Technical/HR related enquiries: Mr O Jonase Tel No: (012) 315 7619/ HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/18 : **SENIOR COURT INTERPRETER REF NO: 2024/64/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Makhanda

REQUIREMENTS : Matric certificate and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

ENQUIRIES : Technical Related Enquiries: HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/19 : **SENIOR COURT INTERPRETER REF NO: 2024/65/OCJ**

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng division: Pretoria

REQUIREMENTS : Matric certificate and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years

practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

ENQUIRIES : Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/20 : **JUDGE'S SECRETARY REF NO: 2024/66/OCJ**
 (3-Year Contract)

SALARY : R308 154 - R362 994 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Durban High Court
REQUIREMENTS : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file 14 and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign

the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.

ENQUIRIES : Technical Enquiries/HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/21 : **REGISTRAR REF NO: 2024/62/OCJ**

SALARY : R307 659 – R1 053 387 per annum (MR3 – MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination).

CENTRE : Eastern Cape division of the High Court (Makhanda)
REQUIREMENTS : LLB Degree or equivalent qualification, A minimum of 2 years' experience and a valid driver's license Skills and Competencies: Written Communication Verbal and Non-verbal communication, Numerical Skills, Technical Expertise Information Technology, Attention to detail, Planning, Organizing and Control Problem solving and decision making skills Customer service Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

DUTIES : Rendering of supervisory functions over the staff in the section by ensuring compliance with and monitoring their daily performance and attendance at work. Perform duties of registrar in the various sections as well as attend to after-hours functions as registrar (rotational basis) Perform functions as registrars in a non-biased and fair manner so as to ensure that matters are dealt with speedily and efficiently. Ensure proper case flow management and compliance with the provisions of the various Court Rules, Criminal Procedure Act, Code: Registrar as well as the relevant High Court Practice Directives in the performance of all registrar functions. Handle queries and complaints from public and legal fraternity. Ensure that the checking of relevant registers is done in terms of the codes. Ensure that accurate statistics is furnished to the Chief Registrar on a monthly basis All reports to be furnished within the given time limits Performing quasi-judicial functions by considering applications for default judgment and issuing of warrants of execution. Manage Asset Verification and stationery requirements.

ENQUIRIES : Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/22 : **REGISTRAR REF NO: 2024/63/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY : R307 659 – R1 053 387 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination).

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Matric Certificate and an LLB Degree or a four (4) years legal qualification. A minimum of two years' legal experience obtained after qualification. A valid driver's license. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting

of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458
HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7400/7574

NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/23 : **SECRETARY REF NO: 2024/67/OCJ**

SALARY : R216 154 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial service centre
REQUIREMENTS : Matric certificate. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem-solving skills, good judgement and decision-making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified 101 meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation, flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.

ENQUIRIES : Technical enquiries / HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

POST 19/24 : **REGISTRAR'S CLERK REF NO: 2024/68/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial Service Centre
REQUIREMENTS : Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added

advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties.

ENQUIRIES : Technical enquiries/ HR enquiries: Mr SJ Zwane/ Mr MV Maeko Tel No: (013) 758 0000

NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/25 : **ADMINISTRATION CLERK (CRT) REF NO: 2024/70/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mpumalanga Provincial Service Centre
 : Matric certificate or equivalent qualification .Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management .Drivers licence Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal)Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Customer service Document management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative and case flow management support in general to the court as required by the Judiciary, Chief Registrar. Court Manager and/ or Supervisor.

ENQUIRIES : Technical/HR related enquiries: Mr S Hlongwane Tel No: (021) 469 4029

NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/26 : **ACCOUNTING CLERK REF NO: 2024/71/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
 : Matric Certificate with Accounting as a passed subject, A national Diploma in Accounting/Financial Management or equivalent qualification. A valid Driver's License and one-year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organizing skills and problem-solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, Prepare and

process payment of S&T claims for Judges and Officials, prepare manual 37 requisitions and capture on JYP, Receive and record all invoices within 30 days.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458
HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7400/7574
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/27 : **USHER MESSENGER REF NO: 2024/72/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng division of the High Court: JHB
REQUIREMENTS : Matric Certificate. Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.

ENQUIRIES : Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/28 : **USHER MESSENGER REF NO: 2024/73/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape division of the High Court: Bisho
REQUIREMENTS : Matric Certificate. Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.

ENQUIRIES : Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/29 : **FOOD SERVICE AID REF NO: 2024/74/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape division of the High Court: Mthatha
REQUIREMENTS : Adult Basic Education and Training Course Level 4/ Grade 10. Matric certificate or equivalent qualifications will serve as an added advantage. Experience in food preparation and serving environment will serve as an added advantage. Skills and competencies: Reliability, Attention to detail, Good interpersonal relations, Ability to work under pressure, Time management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake

a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Attend to the morning tea of Judges, Manage Judge's tea club money, Advise Judges on stock levels and replenish stock. Clean cutlery, crockery, tearoom and boardroom, do preparation for Judge's conferences, meetings and workshops. Safekeeping of utensils. Report loss and breakage of utensils to supervisor.

ENQUIRIES

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

NOTE

: Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 14 June 2024, (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

OTHER POSTS

- POST 19/30** : **DEPUTY DIRECTOR: PROJECT SUSTAINABILITY SUPPORT REF NO: DT 09/2024**
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation).
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised Bachelor Degree in Tourism Management / Community Development or equivalent (NQF Level 7). Minimum of five years' experience in enterprise development / community development. Experience in the SMME training environment. Good business planning and marketing skills. Business development skills. Excellent networking and presentation skills. Good communication skills coupled with good report writing skills. Strong project and financial management skills. Human resource management skills. Understanding of Public Service Policy Framework and ability to work under pressure. Knowledge of monitoring and evaluation. Ability to handle audit queries. Understanding of traditional and community protocol will serve as an advantage. Must be willing to travel extensively. Understanding of inland languages. Must be in possession of valid driver's license.
- DUTIES** : The successful candidate will be responsible for managing processes for conducting skills audit on Working for Tourism infrastructure project owning agencies; providing suitable training for owning agencies through sourcing of credible institutions with a focus on hospitality studies, business management and operations; evaluating the effectiveness of training through monitoring and evaluation; developing a community beneficiation strategy and implementation plan; preparing and submitting reports; conducting workshops/meetings with local business partnerships/ financial institution on support available for community owned projects; identifying potential investors for NDT working for tourism projects; participating in various local, domestic and international trade shows with strong benefit for working for tourism projects; marketing of NDT working for tourism projects through trade shows; supporting projects through participation in Tourism Indaba, World Travel Market and HICA; identifying suitable enterprise development programmes; identifying relevant financial and non -financial institutions; allocating operational funding in project budget; entering into institutional arrangements (MOA's) with industry partners and private sector to collaborate resources; appointing service providers to conduct

viability assessments/feasibility studies on identified projects requiring funding; developing SWOT analysis for individual projects; identifying potential surroundings of benefit to projects; conducting site visits to projects, enforcing use of sustainability checklist prior project approval; developing sustainability committee/working group for all projects. appointing hospitality consultants to develop standard contracts between operator and the owning agency; integrating sustainability as pre-requisite in order for proposals to be approved; implementing marketing plan for implemented facilities; managing the signing of handover MOAs with owning entities/Manage the project handover process.

ENQUIRIES NOTE : Mr JC Kuhlane Tel No: (012) 444 6474
 : EE Preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 19/31 : **SUPPLY CHAIN CLERK REF NO: DT 10/2024**

SALARY : R216 417 per annum (Level 05), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and an appropriate recognised NQF 6 in Supply Chain Management or related field. LOGIS and BAS certificates. 1-2 years' working experience in Supply chain Management. Knowledge of BAS and LOGIS Systems. Knowledge of finance and supply chain management policies and procedures (PFMA, Treasury Regulations, and PPPFA) Ability to manage projects independently. Knowledge and skills in Financial Management and budgeting. Ability to formulate, interpret and apply Policies. Ability to liaise with and coordinate stakeholder's engagements. Knowledge of government processes and legislations. Good communicate skills both verbal and written. Good negotiation and advocacy skills. Ability to control budget of the component. Good telephone etiquette. Computer Literacy and with knowledge of standard packages. Sound organising and interpersonal skills. Strategic thinker with good problem-solving skills. Good interpersonal and presentation skills. Team worker who is able to also work independently without supervision. Ability to work under pressure and act with tact and discretion.

DUTIES : The successful candidate will be responsible for providing administrative and procurement support to the department and service providers. Receive requests to issue store items, approve and record issue vouchers. Check the document correctness (ICN, Description, Quantity) and capture vouchers on (IS) on LOGIS Integration and sign documents. Record, Fax and e-mail orders to internal clients. Receive orders from supervisors and record in internal written record book and excel report. Complete fax form before faxing/emailing orders to suppliers. Attach proof of fax form to the order documents. Record orders for Transit/Warehouse Store and File orders that are not for Transit delivery in the 0-9 File. Monitor and follow-up on outstanding orders in the 0-9 file and compile monthly reports. Check documents that are older than 30 days. Draft reminder letters on outstanding delivery. Contact suppliers to deliver, cancel and provide copy of invoice with proof of delivery. Approval of request on LOGIS. Check the correctness and completion of internal requisition form (i.e correct items captured, quotations and relevant signatures).Check if the correct ICN, Description and allocation are correct in the system. Check if the Central Database System has been consulted/utilised and specific goals points have been calculated. Request approval on LOGIS online and authorise on LOGIS mainframe. Approve request on LOGIS and Authorise request on RQAT.

ENQUIRIES NOTE : Ms S Mampuru Tel No: (012) 444 6237
 : EE Preference will be given to Coloured Male, Asian Male and White Male Candidates.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 June 2024

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water and Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 19/32 : **CHIEF DIRECTOR: AUXILIARY SERVICES REF NO: 140624/17**
Branch: Corporate Support Services
(Re-advertisement: Applicants who have previously applied must re-apply)

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : An undergraduate Degree at NQF 7 in Public Administration / Public Management / Operations Management / Property Management or relevant qualification. Five (5) years' experience at Senior Management level (SMS) in one or more of the following areas: general auxiliary services management, facilities, security, and knowledge management. Experience in contract management. Understanding of building management legislation and regulatory framework. Understanding security policies and procedures. Understanding of transport policies and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Understanding administration procedures, programme, and project management. Insight knowledge of knowledge management Strategic capability and leadership. Financial and change, management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client

- orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.
- DUTIES** : Ensure strategic leadership to the overall planning and reporting. Oversee the implementation of facilities management of the departmental buildings including the Roodeplaat Training Centre. Ensure that travel services are managed efficiently and effectively within the department. Manage the safety and security function of the department. Manage the co-ordination of knowledge management within the department. Generic management functions such as financial and human resources.
- ENQUIRIES** : Mr. C Greve Tel No: (012) 336 8919
- APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit.
- POST 19/33** : **DEPUTY DIRECTOR: BULK WATER PRICING REF NO: 140624/01**
Branch: Regulations Compliance & Enforcement
Dir: Bulk Water Price Regulation
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Degree or B-Tech in Financial Accounting, Management Accounting, or Economics. Three (3) to five (5) years junior management (Assistant Director Level) experience in Regulation or Public Financial Administration. The disclosure of a valid unexpired driver's licence. Knowledge of Financial Management, Financial Planning and Modelling. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and Government financial systems. Knowledge of Inter-governmental relations. Knowledge of water sector policies and procedures. Knowledge of principles and practices of financial accounting. Knowledge and understanding of SCOA. Computer literacy (MS Excel, Outlook and Power Point). Excellent report writing skills. Ability to develop high-level presentations. Good communication skills (both written and verbal). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.
- DUTIES** : Ensure that bulk potable water tariffs and bulk wastewater tariffs comply with policies, legislation, norms and standards. Ensure that bulk potable water tariffs and bulk wastewater tariffs are determined in accordance with best practices, current and projected economic trends. Analysis of the interrelationship between economic and financial variables. Reconcile the implications of both economic and financial variables. Analyse tariffs inputs cost factors. Conduct stakeholder consultations and ensure that they are in line with provisions of the regulatory guidelines. Develop costing tools for water boards and monitor their implementation. Develop bulk potable water and wastewater tariff determination standards. Analyse the tariff setting procedures and compare with other economic factors. Develop, review and revise Section 10 Norms and Standards for tariff setting. Analyse water boards corporate plans. Develop frameworks, guidelines, operating rules and frameworks in relation to bulk potable water pricing and wastewater regulation for water boards. Interpretation of Norms and Standards for tariff setting. Conduct benchmarks for bulk water services/institutions. Conduct benchmarks to gain insight on the performance of the industry in order to develop industry norms. Compile benchmark reports for publishing. Evaluate gaps in the performance of water boards with a view to upgrade tariff determination standards.
- ENQUIRIES** : Ms T Nkomo Tel No: (012) 336 8444
- APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie

POST 19/34 : **DEPUTY DIRECTOR: INTERNAL AUDIT (APPLICATION CONTROLS REVIEW) REF NO: 140624/02**
Branch: Director-General
Dir: Information Technology Audits

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive salary package)
: Pretoria Head Office
: A Bachelor's degree at (NQF level 7) in Internal Auditing/Auditing/Accounting. Three (3) years relevant experience at entry level management (Assistant Director) in Internal Audit. Teammate Audit Management System, and four years' experience in data analysis will be a requirement. Professional Internal Auditor (PIA), Certified Internal Auditor (CIA), and/or Certified Information Security Auditor (CISA) will be an added advantage. The disclosure of a valid unexpired driver's license. Generic Competencies: Planning and organizing. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT). Knowledge of application and general IT control reviews (security). Knowledge of data analysis, ACL, CAAT's. Knowledge of SDLC, IT security, network communications and client server environment. Ability to perform technical Information system audits. The Public Finance Management Act, Treasury Regulations and Generally Recognised Accounting Practice (GRAP). Effective use of Teammate audit management software. Willingness and ability to travel. Computer Literacy

DUTIES : Manage the General Controls review Audit Sub-Directorate. Develop the risk based 3-year strategic annual Internal Audit coverage plans. Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal controls issues. Serving as a department subject matter expert on technology controls and practices and providing audit teams with appropriate input on related audit coverage. Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology. Manage the implementation of the approved audit operational plan. Manage the communication of the audit results and the audit outcomes. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Manage the sub programme human resource through developing, implementation and monitoring the annual staff development, job training and continued professional development.

ENQUIRIES APPLICATIONS : Mr. P. Jordaan Tel No: (012) 336 8854
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit

<u>POST 19/35</u>	:	<u>ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 140624/03</u> Branch: Infrastructure Management: Southern Operations Dir Operations Southern (Water Resources Infrastructure Operations and Maintenance)
<u>SALARY</u>	:	R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Gqeberha (Port Elizabeth) A Mechanical Engineering degree (B Eng/ BSc Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual, legal requirements and of business planning.
<u>DUTIES</u>	:	Manage maintenance of mechanical- and electrical infrastructure. Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists, and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Barry Tel No: (041) 508 9705 Southern Operations: Gqeberha (Port Elizabeth): Pleas forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
<u>FOR ATTENTION</u>	:	Mr. MN Jonkerman
<u>POST 19/36</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 140624/04</u> Branch: Infrastructure Management: Dir: Operations Northern Re-advertisement: Applicants who have previously applied must re-apply
<u>SALARY</u>	:	R580 551 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Hartbeespoort A four (4) year Degree in Natural or Environmental Sciences. Six years post qualification experience in the fields of environmental engineering, waste management, rural and urban development. The disclosure of a valid unexpired driver's license. Understanding of the Department's role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Extensive experience in integrated water resource management and water resource protection. Knowledge and understanding of the sector: relevant legislations (NWA, CARA, NEMA and MPRD) together with related policies, regulations, principles, guidelines, tools, and procedures, policy development, implementation, and monitoring. Skills and experience in management of human resources (Previous supervisory experience will be advantageous). Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. Good communication skills (both verbal and written). Presentation and report writing skills. The ability to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. Willingness to work abnormal hours and under pressure as well as travel province and country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
<u>DUTIES</u>	:	Lead and manage the Environmental Engineering Division within the Technical Services sub-directorate in the Northern Cluster office whilst also providing oversight of the environmental engineering related matters in the three Area offices (Hartbeespoort, Groblersdal and Tzaneen). To advice the Head of Technical Services directorate on all matters related to the environmental

engineering and represent the sub-directorate in all the stakeholder forums and committees that requires environmental engineering participation. To lead and spearhead the formation of Dam Management Committees (DMC) in all the relevant dams. The role will also be looking at (But not limited to): Implementation and enforcement of the National Water Act, 1998 (Act No. 36 of 1998), Water Services Act No. 108 of 1997, Drinking Water Quality Framework, relevant policies, norms and standard, protocols, standard operation procedure, strategies, and regulations. Manage and lead the work streams and functions that focuses on the development of Resource Management Plans (RMP) and Business Plans for dams; Management of access and use of state land and dams; Provision of input on Environmental Impact Assessment Reports; Provision of input on and the development of Environmental Management Plans/Programmes. Coordinate the development of the operation plan to ensure monitoring and compliance of drinking water quality and wastewater management with the set standards and regulatory instruments within the Northern Operation. Coordinate stakeholder engagement sessions for information sharing and new developments relating to environmental related matters. Provide monthly and quarterly reports for the environmental section. Facilitate and coordinate the training, capacity building and career development of staff. Supervise (Performance management) and mentor Environmental Officers and other team members. The role involves extensive travel to various sites within the Northern Operations.

ENQUIRIES : Mr Itumeleng Mmutloane Tel No: (012) 200 9000
APPLICATIONS : Northern Operations (Hartbeespoort): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P/Bag X352, Hartbeespoort, 0216 or hand deliver to the Dept of Water and Sanitation, Old Rustenburg Road, 8 Forrel street, Hartbeespoort, 0216.
FOR ATTENTION : HR Section

POST 19/37 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 140624/05**
 Branch: Infrastructure Management
 Dir: Operations Southern

SALARY : R444 036 per annum (Level 09)
CENTRE : Western Cape Bellville
REQUIREMENTS : Relevant tertiary qualification at NQF level 7 in Financial Accounting / Management or relevant qualification coupled with relevant experience in the field. Three (3) years supervisory experience. Experience of working in a project environment will be beneficial. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anticorruption and fraud prevention measures. Working knowledge of government financial systems (SAP, Persal) is recommended. An understanding of Supply Chain Management policies and procedures. Principles and practice of financial accounting. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible, and reliable. Behavioral Competencies: People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical Conduct. A valid Driver's license (certified copy must be attached) and incumbent must be willing to travel extensively.

DUTIES : Management of the Payroll, Accounts Payables, Accounts receivable, Revenue, SCM, Petty Cash and cash management. Render asset management services. Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Assist with tariff determination processes and consolidate inputs as well as the preparing of budgets. Ensure the collection of revenue. Coordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Update and consolidate risk reports quarterly and obtain progress on action from the risk register. Conduct risk assessments. Implement internal control measures. Perform internal financial inspections and prepare for audits. Attend to the relevant internal and external queries, including audit queries. Address audit queries and implement corrective measures. Assist with

reports on unauthorized, irregular, fruitless, and wasteful expenditure. Provide budget and financial support to management. Supervision of employees and training to subordinates. Ensure management, maintenance, and safekeeping of assets. Prepare monthly and quarterly reports. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

- ENQUIRIES** : Mr. N Khan Tel No. (041) 508 9725
- APPLICATIONS** : Southern Operations: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr. MN Jonkerman
- POST 19/38** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (MECHANICAL)**
REF NO: 140624/06
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE** : Uitkeer
- REQUIREMENTS** : A National Diploma in Mechanical / Electrical Maintenance Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications skills. Knowledge of legal compliance, technical report writing and technical consulting. Good communication skills both (verbal and written). Problem-solving and analysis skills.
- DUTIES** : Render technical services. Assist engineers, technologists, and associates in field-workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical and related personnel and assets.
- ENQUIRIES** : Mr. S Cannon, Cell No: (060) 543 8319 / Tel No: (042) 243 1172
- APPLICATIONS** : Southern Operations (Uitkeer): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr. MN Jonkerman

- POST 19/39** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL MAINTENANCE) REF NO: 140624/07**
 Branch: Infrastructure Management: Southern Operation
 Dir: Operations Southern (Water Resources Infrastructure Operations and Maintenance)
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Uitkeer
 : A National Diploma in Civil Maintenance Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired Driver's license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications skills. Knowledge of legal compliance, technical report writing and technical consulting. Good communication skills both (verbal and written). Problem-solving and analysis skills.
- DUTIES** : Render technical services. Assist Engineers, Technologists, and associates in field-workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical and related personnel and assets.
- ENQUIRIES APPLICATIONS** : Mr. S Cannon, Cell No: (060) 543 8319 / Tel No: (042) 243 6150
 : Southern Operations: (Uitkeer): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr. MN Jonkerman
- POST 19/40** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 140624/08**
 Branch: Provincial Operations: Free State
 Dir: Hydrological Services
- SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Bloemfontein
 : A National Diploma in Civil Engineering. Three (3) years post-qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in civil engineering calculations. Knowledge of HYDSTRA. Knowledge of Occupational Health and Safety act (OHS). Good communication skills, interpersonal relations, managerial skills. Technical report writing skills. Experience in survey tasks, calibration and design of gauging weirs and current gauging. Gauging network management, raw data management and data processing on HYDSTRA. Management of maintenance and minor construction work, maintenance of real time equipment and equipment needs. A sound understanding of Government Policies. Environment Conservation and the National Water Act (Act no. 36 of 1998). Willingness to travel and work away from home.
- DUTIES** : Establish network and maintain existing Hydrology infrastructure in the Free State Region: Survey tasks, Calibration and Design, Current gaugings and Network Management. Management of Hydrological Information: Raw Data management and Processing of Hydrological Data. System maintenance: Maintain Real Time Equipment and Data register.
- ENQUIRIES** : Mr C Lloyd Tel No: (051) 405 9000

APPLICATIONS : Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION : Ms. Z Gwetyana

POST 19/41 : **SUPPLY CHAIN PRACTITIONER REF NO: 140624/09**
Branch: Infrastructure Management
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Central Operations Pretoria
: Relevant NQF level 6 qualification in Supply Chain Management or relevant qualification. One (1) experience in supply chain management. Knowledge and experience in supply chain management. A valid driver's license. Computer literacy. Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of Problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. Willingness to travel nationwide.

DUTIES : Supervise subordinates or staff. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Receive and verify goods delivered from suppliers prior performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking.

ENQUIRIES APPLICATIONS : Mr SW Mphateng Tel No: (012) 741 7318
: Central Operations (Pretoria): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Praetor Forum Building, Private Bag X273, Pretoria, 0001 or hand deliver at Department of Water and Sanitation, 267 Lilian Ngoyi Street, Pretoria, 0001, First Floor.

FOR ATTENTION : Mr KL Manganyi

POST 19/42 : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 140624/10**
Branch: Water Service Management
Dir: National Hydrological Services

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Pretoria Head Office
: A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy / Science. Six(6) to ten(10) years experience in surface or groundwater technical environment i.e. collecting and processing of water related data. The disclosure of a valid unexpired driver's license. High level in computer literacy in Microsoft Excel and Word. Ability to use data management system. Knowledge of surface water monitoring instruments and data or groundwater data processing and administration. Knowledge and understanding of hydrological or geo-hydrological processes and the relevant database and or systems. Knowledge of relevant equipment and OHS. Understanding of tendering processes, purchasing and materials. Problem solving and analysis. Good interpersonal relations, organizational skills, technical report writing skills and understanding of relevant software. Good communication skills both (verbal and written). Willingness to travel.

DUTIES : Assist in the auditing of hydrological data (stream flow data / surface water levels data, evaporation and rainfall data etc). Must be able to use data and information systems to perform duties (data auditing, data quality control and data dissemination). Provide technical assistance in the archiving of

		hydrological data. Provide technical support to the regions thereby ensuring that good quality data is archived by the region and head office. Assist with dissemination of hydrological data and information to various stakeholders. Assist in dam balance calculation and verification of dam recipes. Assist in the compilation of state of national dams, bulletin (report) on a weekly basis and ensure timely circulation and publication to internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Nemaxwi Tel No: (012) 336 8332
	:	Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<u>FOR ATTENTION</u>	:	Planning, Recruitment & Selection Unit
<u>POST 19/43</u>	:	<u>WATER CONTROL OFFICER REF NO: 140624/11</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern Re-advertisement: Applicants who previously applied must re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 per annum (Level 06) Wolwedans Dam (Mosselbay) A Senior / Grade 12 Certificate with Mathematical literacy as an added advantage. Internal water control courses as well as dam safety flood management course will be an added advantage. One (1) to three(3) years experience in water control related functions. The disclosure of a valid unexpired driver's license Computer literacy in MS Excel/Ms Word. Good communication and interpersonal skills and an ability to solve practical problems. The following will serve as recommendations: Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles Knowledge of flood controlling. Knowledge in supporting water utilisation and water resource strategy. Knowledge in managing human resources. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge of flood controlling and understanding of Government legislation. Willingness: To work overtime and abnormal hours, travel alone in remote areas and frequently stay away from home, work in adverse conditions and confined spaces. The incumbent should also be physically fit to work on heights (ladders, high dam walls, galleries etc.)
<u>DUTIES</u>	:	Control and monitor the release and distribution of water. Compile the feeder charts from applications received from water users. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect, report and conduct maintenance of the infrastructure. (dams, weirs, canals, pipelines, etc.)
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J Visagie at 071 861 8960
	:	Southern Operations: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer
<u>FOR ATTENTION NOTE</u>	:	Mr. MN Jonkerman
	:	Please note: Official housing is available at Wolwedans Dam.
<u>POST 19/44</u>	:	<u>ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 140624/13</u> Branch: Water Resource Management Dir: Spatial Information
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Pretoria Head Office A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. Computer Literacy. Basic knowledge in handling survey / technical equipment. The disclosure of a valid unexpired driver's license. Must have good communication skills both (written and verbal). Good interpersonal, planning and executing skills. Willingness to travel long and irregular hours in remote areas when necessary and be able to perform administrative duties. Willingness to learn new skills is vital to adapt to new dynamic working environment. Swimming / water safety skills.

- DUTIES** : Perform all field work including clearing of survey areas, data collection, safe keeping of equipment including boats / vehicles. Maintenance of technical equipment for survey teams, prepare equipment for the technical team and load it in the vehicles. Ensure all relevant preparations are completed for each trip. Give support to technical teams in all surveys. Maintain vehicles by continuously monitoring service due dates and also cleanliness. Pack, clean and sort storeroom for technical equipment according to Health and Safety specifications.
- ENQUIRIES APPLICATIONS** : Ms C Rajah Tel No: (012) 336 8130
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit
- POST 19/45** : **ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 140624/14**
Branch: Water Resources Management
Dir: National Hydrological Services
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria Head Office
: A Senior / Grade 12 certificate with Mathematics/Mathematics Literacy as a passed subject. The disclosure of a valid unexpired driver's license (Code 10 and PDP). Good communication skills both (verbal and written). Basic knowledge in handling geohydrological assessment and monitoring equipment. Basic problem-solving skills. Computer literacy. Willingness to travel extensively.
- DUTIES** : Provide support in to hydrological and geohydrological services with the routine maintenance and monitoring geohydrological monitoring / measuring equipment, collection water samples according to set standards and register samples on the relevant database, capture geohydrological and hydrological related data as well as maintain data related to groundwater and surface water. Provide assistance to other technical personnel. The official will travel long distances and remain in the field for an extended time working away from the office. The official will be responsible for driving the groundwater quality monitoring truck and ensuring the proper use and maintenance of the submersible pump mounted on the truck. The official will also assist with basic maintenance and cleaning of the Pretoria West storeroom. The official is expected to complete inspection reports and keep records of all maintenance needs that are noted.
- ENQUIRIES APPLICATIONS** : Ms Ndlangisa Babalwa Tel No: (012) 336 8254
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit
- POST 19/46** : **FINANCE CLERK REF NO: 140624/15**
Branch: Finance Main Account
Dir: Payroll Management
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Pretoria Head Office
: A Senior / Grade 12 Certificate or relevant qualification. Six (6) months experience in document management will serve as an added advantage. Knowledge of managing payroll and financial systems applicable to government will serve as an added advantage. Ability to interpret and implement financial management policies, processes, and systems. Ability to use personal computer and Microsoft packages such as MS Excel to perform basic arithmetic's calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem-solving approach. Strong interpersonal skill. Ability to work under pressure.
- DUTIES** : Filing and safeguarding of financial documents e.g. (Payment batches and general journals). Receiving documents from authorizers. Maintenance of document control register. Assist Internal and External Audit and other officials

who need payment documents with retrieval of financial documentation. Tracking and follow up of documents. Attend to all document control queries.

ENQUIRIES APPLICATIONS : Mr. LV Mfomande Tel No: (012) 336 8667
 : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

FOR ATTENTION : Planning, Recruitment and Selection Unit

POST 19/47 : **SECURITY OFFICER NATIONAL KEY POINT(NKP) REF NO: 140624/12**
 Branch: Infrastructure Management
 Dir: Operations Northern

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
 : Mokolo Pump Station
 : A Senior / Grade 12 certificate. The disclosure of a valid Grade C PSIRA certification. The disclosure of a valid Firearm Competency certification (Rifle, Shotgun and Pistol). National Key Point (NKP) training. The disclosure of a valid unexpired driver's license. One (1) to three (3) years experience in the security industry. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security Code of conduct.

DUTIES : Perform NKP access control functions. Ensure security/safety in the building and the premises. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure all incidents are recorded in the occurrence books /registers. Patrol and safeguarding the National Key Point. Arrest the transgressors at the National Key Point.

ENQUIRIES APPLICATIONS : Mr MJ Kgwaswane at 087 943 3702
 : Northern Operations (Mokolo Pump Station): Please forward your application quoting the relevant reference to the Area Manager: Hartbeespoort Area Manager, Hartbeespoort Area Office, Private Bag X352, Hartbeespoort,0216
 Hand deliveries: Physical Address, Dept of Water and Sanitation, Old Rustenburg Road, Hartbeespoort,0216.

FOR ATTENTION : HR Section

POST 19/48 : **GROUNDSMAN REF NO: 140624/16 (X2 POSTS)**
 Branch: Corporate Support Service
 Dir: Facilities Management

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
 : Pretoria Roodeplaat Training Centre
 : An ABET Certificate. (0) to (1) year relevant experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning, trimming process and techniques. Knowledge of daily/weekly maintenance of garden equipment procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilization and water resource. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Knowledge of working at heights. Knowledge of paving, painting, and tiling. Must be physically fit to stand/walk long hours. Basic understanding of government legislations.

DUTIES : Able to work with chemicals for gardening purposes and gardening equipment, (running blades and gardening utensils). Maintain flower beds by fertilizing, irrigating, weeding, and pruning. Landscape maintenance, cutting of lawn areas with lawnmower / ride-on-tractor, trim with hand cutter or brush cutter. Cleaning and maintain grounds and repair tools and structure such as buildings and benches. Provide proper upkeep of sideways, driveways and parking lots and other related ground features. Repair minor equipment and other related asset. Assist with maintenance duties from time to time. Adhere to all OHS Act.

ENQUIRIES APPLICATIONS : Mr. LB Skosana Tel No: (012) 943 3303
 : Pretoria (Roodeplaat Training Centre): Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION

: Planning, Recruitment and Selection Unit

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following advert: Nuclear Medicine Radiographer REFS/020627 (for **Charlotte Maxeke Johannesburg Academic Hospital**) as advertised in the Public Service Vacancy Circular 18 dated 24 May 2024 with a closing date of 10 June 2024 has been withdrawn.

OTHER POSTS

- POST 19/49** : **CLINICAL PROGRAMME COORDINATOR: MATERNAL, CHILD AND WOMEN HEALTH GRADE 1 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R520 560 per annum, plus benefits
: Johannesburg Health District (Sub-District G)
: Basic R425 Qualification (i.e. Diploma or Degree in Nursing) and Advanced Midwifery. Valid registration with SANC as a Professional nurse. Minimum of 7 years appropriate/ recognizable experience in nursing after registration as a professional nurse. Ability to work with multidisciplinary team. Experience at management level will be an added advantage. Computer literacy. A valid driver's license.
- DUTIES** : Ensure effective management of the Maternal, Child and Women Health (MCWH) programme. Have good knowledge of PMTCT. Support testing and initiation of treatment of immuno compromised clients and screening for TB of all pregnant women. Effective supervision, monitoring and evaluation of the Maternal, Child and Women's Health (MCWH) programme. Monitoring of maternal and neonatal deaths and submit reports. Follow up patients that are referred to the next level of care by MOUs and give feedback to the MOU managers. Co-ordinate submission of MOU monthly reports. Ability to work with other stakeholders including departmental partners, facilitate and strengthen implementation of health care service delivery, polices, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Do clinic audits and support MOU managers with development of quality improvement plans. Facilitate trainings to develop staff)
- ENQUIRIES APPLICATIONS** : Ms. V Munsami Tel No: (011) 213 9708
: applications must be submitted only through this email:SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. Candidates should not attach the certified documents to the application (no attachments on application, only Z83 and CV) Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 18 June 2024
- POST 19/50** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: REFS/020644 (X1 POST)**
Directorate: Pharmacy
- SALARY CENTRE** : R1 036 599 per annum, (all-inclusive package)
: Dr George Mukhari Academic Hospital

- REQUIREMENTS** : Basic qualification (Bachelor of Pharmacy) accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Pharmacy supervisory and / or pharmacy management experience will be an added advantage.
- DUTIES** : To lead and manage pharmaceutical service at the institution to ensure a cost effective and efficient pharmaceutical service. Assume the role of responsible pharmacist. The provision of financial, budget and expenditure management. The provision of HR and HRD management of pharmaceutical systems. Effective and efficient operations management (including medicine supply management, IT and infrastructure and equipment management). Provision of strategic direction to the pharmacy. Ensure quality pharmaceutical services in line with Batho Pele principles and six ministerial priorities. Ensure compliance to the ideal hospital framework and the NHI as applicable to the Pharmacy. Ensure availability, training and implementation of the Standard Operating Procedures and statutory regulations such as the GPP, GMP. Manage all work-related projects. The provision and effective management of all clinical audits in pharmaceutical services. Active participation in the Pharmaceutical and Therapeutic committee activities.
- ENQUIRIES** : Mr Blessing Mohale Tel No: (012) 529 3680
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208: ABT 6 (ABT Hospital) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 14 June 2024

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource Tel No: (011) 355-7521/ Tel No: (011) 355-7252
- CLOSING DATE** : 14 June 2024
- NOTE** : In line with the Department's employments Equity Plan, Females and People with disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public

Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

- POST 19/51** : **CHIEF ARTISAN REF NO: REFS/020646 (X4 POSTS)**
 Branch: Roads
 Directorate: Roads Maintenance and Fleet Services
 (Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R455 223 – R729 783 per annum, (plus benefits)
 : Tshwane Regional Office
 : Diesel Mechanic Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman. Computer literacy. A Valid driver's license.
- DUTIES** : Manage plant and assets. Generate plant, equipment and assets transfer reports. Manage client relations. Providing services to clients that meet the standards laid down in the department. Manage plant and equipment maintenance programme. Compiling reports on breakdowns in the regions. Scheduling of major repairs. Scheduling of routine maintenance. Managing risk and comply with the policies set out by the department in relating to your job. Control and monitor expenditure according to the budget. Managing the development of personnel. Adhere to all safety regulations and rules, in the departmental areas of work. Develop yourself and others to improve on the objectives of the directorate towards service delivery.
- ENQUIRIES** : Ms. Valentine Majoko Tel No: (011) 355 7010
- POST 19/52** : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/020654 (X3 POSTS)**
 Branch: Roads
 Directorate: Construction Capital Projects
 (Re-advertisement, all applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03), (plus benefits)
 : Heidelberg Region
 : NQF level 2 (Grade 10 certificate or equivalent), 5 years' experience relevant experience. A valid driver's license (Code EC) and operating certificate. Ability to operate equipment, Good communication skills.
- DUTIES** : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-avelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.
- ENQUIRIES** : Ms. Valerie Govinden Tel No: (011) 355 7031

POST 19/53 : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/ REFS/020655 (X5 POSTS)**
Branch: Roads
Directorate: Road Maintenance and Fleet Services

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03), (plus benefits)
: Tshwane Region
: NQF level 2 (Grade 10 certificate or equivalent), 5 years' relevant experience. A valid driver's license (Code EC) and operating certificate. Ability to operate equipment, Good communication skills.

DUTIES : Operating specialized plant and equipment, e.g. Graders, TLB's and Trucks. Loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-gravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.

ENQUIRIES : Ms. Valentine Majoko Tel No: (011) 355 7010

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

- APPLICATIONS** : Applications should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mr. P.B.V. Ngidi
- CLOSING DATE** : 14 June 2024, unless otherwise stated.
- NOTE** : Directive to Applicants: Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Please ensure that you clearly state the full post description and the relevant Post Reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post. Please ensure that you clearly state the full post description and the relevant Post Reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post. Applications should be forwarded in time to the address provided to reach this office on or before the closing date. Applications received after the closing date will not be accepted. Shortlisted candidates will be required to identify themselves through their ID documents or Valid driver's licences (if specified as a job requirements), as well as all highest relevant educational qualification, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualification Authority (SAQA) when shortlisted. If applicants do not hear from this office within s three (3) months after the closing date of this circular, they must consider their applications as unsuccessful. Applications that do not comply with the above instructions shall be disqualified. Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: Kwazulu-Natal is an equal opportunity affirmative action employer.

OTHER POSTS

- POST 19/54** : **CHIEF ARCHITECT: INFRASTRUCTURE PROGRAMME MANAGEMENT**
REF NO: DOE 01/2024
Branch: Institutional Development Support
Directorate: Infrastructure Planning and Delivery
- SALARY** : R1 042 170 per annum
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : Bachelor Degree in Architecture or relevant equivalent qualification. Registration as a Professional Architect with the South African Council for Architectural Profession. Valid drivers licence. Minimum of Six years' experience post qualification. Computer literacy. Competencies: Knowledge of Construction Industry Development Board Act of 2000 and Regulations, PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System., Provincial/Departmental Supply Chain Management Policies., Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.
- DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual

Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES

: Mr K. Naidoo Tel No: (033) 846 5533

POST 19/55

: **QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING AND DELIVERY**
REF NO: DOE/03/2024
Branch: Institutional Development Support
Directorate: Infrastructure Planning and Delivery

SALARY
CENTRE
REQUIREMENTS

: R721 467 per annum
: Head Office, Pietermaritzburg
: A Bachelor's Degree/ Diploma in Quantity Surveying, Registered as a Professional Quantity Surveyor with SACQSP. Three years' experience post qualification. Valid Drivers 'Licence and Computer literate. Competencies: Knowledge and understanding of Education Legislation and Policies Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES

: Prepare the Procurement Strategy, Infrastructure Programme Management Plan and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent – referred to as Project Execution Plan v1. Monitor the implementation of Programmes and Projects by the Implementing Agents and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department.

ENQUIRIES

: Mr K. Naidoo Tel No: (033) 846 5533

DEPARTMENT OF HEALTH

OTHER POSTS

POST 19/56

: **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: DPKISMH05/2024**
(X1 POST)
Component: Adult ICU & Critical Care Services

SALARY

: Grade 1: R1 976 070 - R2 097 327 per annum, (all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional).

CENTRE
REQUIREMENTS

: Dr Pixley ka Isaka Seme Memorial Hospital
: Senior Certificate/Grade 12 or equivalent. Appropriate tertiary qualification in the Health Science (MBCHB), or equivalent. Registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Sub-specialist qualification in Critical Care and registration as sub-specialist with HPCSA. A minimum of 5 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA as a Medical Sub-Specialist in Critical Care. Current registration with Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist: Critical Care (2024/2025).

Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. A successful candidate will have to spend minimum of one year in service. Recommendation: Experience in a regional or tertiary Public Health facility. Knowledge, Skills, Training and Competencies Required: Visionary, leader and team player. Knowledge of appropriate specialist procedures and protocols within field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Integration and collaboration within a multidisciplinary team. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Equipment and consumables procurement and knowledge of supply chain processes. Managerial and financial management skills. Computer skills and Driver's license. Effective and appropriate communication. Problem solving and conflict management. Concern of excellence, Courtesy and interpersonal skills. Stress tolerance, innovation and self-drive. Awareness of cross-cultural differences. Ability to understand and navigate health facility systems.

DUTIES

: Execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Co-ordinate specialist services for the discipline. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct in-patient care and provide expert opinion where required. Participate in the provision of a 24-hour service. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Develop and strengthen clinical governance. Provide out-reach and in-reach services as per demand. Advise and assist in the co-ordination of critical care services in the region including services at referral district facilities. Develop and manage an interlinked two-way referral pathway within the district and province. Manage the performance of allocated human resources. Develop and co-ordinate the on-going delivery of under- and post-graduate teaching and training in specialized fields. Participate in postgraduate and other relevant academic and training programmes. Ensure that the environment complies with Health and Safety Act and that staff adheres to safety precautions. Encourage and motivate staff to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff/service and ensure that staff are aware of these. Compile medium- and long-term expenditure framework to implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance and improvement. Manage a cost centre effectively and efficiently. Minimize complaints or litigation through staff and patient involvement.

**ENQUIRIES
APPLICATIONS**

: Dr HA Hlela - Senior Medical Manager Tel No: (031) 530 1471
 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu OR emailed to: pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
 : The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an

equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.

- CLOSING DATE** : 14 June 2024
- POST 19/57** : **MEDICAL SPECIALIST GRADE 1, 2 OR 3 REF NO: DPKISMH06/2024 (X1 POST)**
Component: Adult ICU & Critical Care Services
- SALARY** : Grade 1: R1 271 901- R1 348 635 per annum
Grade 2: R1 451 214 - R1 538 967 per annum
Grade 3: R1 680 780 - R2 097 327 per annum
(all-inclusive salary packages consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules).
- CENTRE REQUIREMENTS** : Dr Pixley ka Isaka Seme Memorial Hospital
Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB) or equivalent Plus appropriate medical specialist registration with Health Professionals Council of South Africa (HPCSA) in a speciality with some previous experience in / exposure to critical care Plus current registration with HPCSA (2024/2025) as a Medical Specialist Plus unendorsed valid Code B driver's licence (Code 08). Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. A successful candidate will have to spend minimum of one year in service. Experience: **Grade 1:** Appropriate qualification plus registration with HPCSA as a Medical Specialist. No experience required. **Grade 2:** Appropriate qualification plus five (05) years' experience after registration with HPCSA as a Medical Specialist. **Grade 3:** Appropriate qualification plus ten (10) years' experience after registration with HPCSA as a Medical Specialist. Other benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional). Recommendation: Applicants with experience in as a medical specialist in a regional hospital attached to a university. Applicants with experience in research and teaching. Applicants who can commence duties immediately. Knowledge, Skills, Training and Competencies Required: Clinical knowledge, skills and previous experience in adult critical care. Maintain clinical, professional and ethical standards. Good communication, leadership, decision-making and ability to work in a multi-disciplinary team. Ability to teach medical and nursing staff and participate in academic programme in the unit.
- DUTIES** : Provide a full package of specialist services including clinical, managerial, administrative, and academic in the department of Critical Care. Mandatory participation in Group 3 commuted overtime. Assist the HCU with all aspects of clinical governance. Develop and participate in the outreach programme of the directorate of critical care. Actively undertake clinical teaching of undergraduate and postgraduate students and other medical and nursing staff. Co-ordinate and participate in academic programs within the directorate of Critical Care and within the hospital. Engage and collaborate in academic research culminating in the publication of papers.
- ENQUIRIES APPLICATIONS** : Dr HA Hlela - Senior Medical Manager Tel No: (031) 530 1471
: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director: HRM
: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months

after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.

- CLOSING DATE** : 14 June 2024
- POST 19/58** : **MEDICAL OFFICER GRADE1, 2 OR 3 REF NO: DPKISMH07/2024 (X1 POST)**
Component: adult ICU & high care services
- SALARY** : Grade 1: R949 146 - R1 021 911 per annum
Grade 2: R1 082 988 - R1 182 183 per annum
Grade 3: R1 253 415 - R1 561 734 per annum
(all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Dr Pixley ka Isaka Seme Memorial Hospital
: Senior Certificate. An appropriate tertiary qualification (MBChB) Plus registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2024/2025). Completion of Community Service. Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. A successful candidate will have to spend minimum of one year in service. Recommendation: unendorsed valid code b divers' license (code 08). knowledge, skills, training and competencies required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Ability to work in multi-disciplinary team setting. Have some knowledge and skills in Critical care. Ability to work and maintain meaningful relationships with a diverse community. Ability to make a positive contribution in a busy department. Resilience and ability to cope with change. Experience: **Grade 1:** Appropriate qualification plus registration with HPCSA as a Medical Practitioner. No experience required. **Grade 2:** Appropriate qualification plus five (05) years' experience after registration with HPCSA as a Medical Practitioner. **Grade 3:** Appropriate qualification plus ten (10) years' experience after registration with HPCSA as a Medical Practitioner.
- DUTIES** : Assist with the provision of critical care service as determined by the Head of Critical Care at Dr Pixley Ka Isaka Seme Memorial Hospital. Participate in the delivery of critical care services in Durban. Provide initial resuscitative and peri-operative surgical or medical care of patients. Ensure that the scientific principles of critical care are maintained. Ensure sound labour relations in compliance with the relevant legislation while maintaining the interest of the patients. To participate in clinical audit programmes as and when requested. To assist in outreach programmes. To provide training for nurses, junior staff, interns and medical students.
- ENQUIRIES APPLICATIONS** : Dr HA Hlela- Senior Medical Manager Tel No: (031) 530 1471
: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director: HRM
: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications

Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.

- CLOSING DATE** : 14 June 2024
- POST 19/59** : **ASSISTANT MANAGER NURSING (GENERAL) REF NO: DPKISMH08/2024**
Component: Internal medicine, diagnostic imaging, Psychiatry & triage services
- SALARY** : Grade 1: R656 964- R771 309 per annum. Other benefits: 13th Cheque/Services bonus, medical aid: optional, homeowners allowance subject to meeting prescribed requirements
- CENTRE REQUIREMENTS** : Dr Pixley ka Isaka Seme Memorial Hospital
Senior or equivalent certificate (Grade 12). Degree/Diploma in General Nursing Science, Midwifery and Psychiatry. A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Current South African Nursing Council (SANC) receipt (2024/2025). Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. A successful candidate will have to spend minimum of one year in service. Knowledge, Skills, Training and Competencies Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing component in regional hospital. Sound Knowledge of policies and programs within the specialty .Knowledge of human resource management policies and practices, including recruitment, condition of service, performance management, training and development and labour relations including disciplinary, grievance and abscondment processes /procedures. Computer literacy and hospital information management.
- DUTIES** : The responsibility of the manager will be to supervise the following departments: MOPD & TB clinic, acute medical unit, radiology, sorting station, patient in transit, infectious disease ward, female & male medical wards. Implementation of Systems in Provision of effective and professional leadership In ensuring clinical Accountability And Quality Patient Care. Ensure the provision of highest possible nursing care through adequate supervision, guidance and support. Ensure that there is efficient and effective utilization of allocated budget in the Nursing Service area. Ensure that nursing staff is equitable allocated to units as per needs of each department. Participate in analysis, formulation and implementation of standards operation procedures within the specialty area. Monitor and ensure that the nursing care is highest possible quality. Ensure that the performance of nursing staff is monitored through PMDS system. Ensure that nursing staff comply with all the relevant Acts/prescripts applicable within the nursing and healthcare environment. Will relieve the office of the Deputy Manager Nurse when required. Ensure that the units comply with Ideal Hospital Realisation Framework and Office of Health Standard Compliance office. Continuous quality improvement programs / projects as determined by the needs of the department. Ensure that quality is monitoring in various programs e.g. IPC, resuscitation, Health and safety. Improve information management and indicators as per current guidelines Ensure that the patient care environment is conducive for best patient care outcomes. Deal with labour relation issues in terms of legislative and procedural guides. Ensure that policies and practices governing conditions of

service of nursing staff, including leave, and exits are adhered to. Monitoring and verification of nursing staff in the pay point as designated. Participate in supply chain management and financial management process determined by PFMA. Monitoring, reporting and mitigation of adverse health events within the department. Implement risk assessment and monitoring to ensure quality standard of care. Ensure that the Complaints management policy and procedures are adhered to. Coordinate provision of effective training and research Deal with disciplinary issues, grievance and labour relations in terms of the laid down policies /procedures.

- ENQUIRIES** : Ms SC Nduli Deputy Manager Nursing Tel No: (031) 530 1416
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.
- CLOSING DATE** : 14 June 2024
- POST 19/60** : **OPERATIONAL MANAGER (GENERAL) GRADE 1 REF NO: DPKISMH09/2024 (X4 POSTS)**
Component: Night duty Nursing Management Services
- SALARY** : Grade 1: R520 560 - R596 322 per annum. Benefits: 13th Cheque / Service Bonus, Medical Aid: Optional, Homeowners allowance subject to meeting prescribed requirements.
- CENTRE** : Dr Pixley ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Grade 12/Senior Certificate or equivalent. Degree / diploma in General Nursing Science and Midwifery. Current registration with South African Nursing Council as Professional Nurse and Midwife. Minimum of 7 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. All successful candidates will have to spend minimum of one year in service. recommendation: computer literacy. driver's license code EB (08). Knowledge, Skills, Training and Competencies required: knowledge of public service acts, regulations. Knowledge of Nursing Care processes and procedures. Leadership, organizational, decision-making and problem-solving abilities within the limit of public sector and institution policy framework. Financial and budgetary knowledge pertaining to the nursing care. Knowledge of policy directives informing HAST Programmes in the department. Good Interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills. Basic computer skills.
- DUTIES** : Ensure adequate coverage and supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and

strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans, and strategies aimed achieving service excellence. Promote implementation of Batho Pele principles, rights charter and acceptance professional/clinical-ethical standards within the applicable legal framework. Participate and ensure implementation of norms and standards, National Health Priorities & quality improvement initiatives including national priority program plans. Ensure a safe environment for both patients and staff at night. Identify staff and student training needs. Ensure the effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective & efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure effective data management at night. Ensure all night services are coordinated Prompt submission of patient safety incidents, complaints reports with quality improvement plans. Ensure that quality is monitoring in various programs e.g. IPC, resuscitation, Health and safety. Ensure that the patient care environment is conducive for best patient care outcomes. Deal with labour relation issues in terms of legislative and procedural guides.

- ENQUIRIES** : Ms SC Nduli Deputy Manager Nursing Tel No: (031) 530 1416
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.
- CLOSING DATE** : 14 June 2024
- POST 19/61** : **ULTRASOUND RADIOGRAPHER (ULTRASONOGRAPHER) GRADE 1- 3**
REF NO: DPKISMH10/2024 (X3 POSTS)
Component: Diagnostic Imaging Services
- SALARY** : Grade 1: R465 645 - R 530 343 per annum
Grade 2: R545 262 - R623 229 per annum
Grade 3: R641 436 - R689 430 per annum
Benefits: (13th Cheque / Service Bonus, Medical Aid: Optional, Homeowners allowance subject to meeting prescribed requirements)
- CENTRE** : Dr Pixley ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. National Diploma/Degree in Radiography (Ultrasound). Registration certificate with HPCSA as an Ultrasound Radiographer: Independent Practice. Current receipt of annual payment with HPCSA (2024/2025). Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted

candidates. All successful candidates will have to spend minimum of one year in service. Experience: **Grade 1:** None after registration with the HPCSA in respect of RSA qualified applicants who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified applicants, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified applicants who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified applicants, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) 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 knowledge of diagnostic sonography practice and ethos. ability to perform quality assurance tests. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service, legislation, regulations and policy. Good communication and interpersonal skills, decision making and problem-solving skills. Planning and organization skills.

DUTIES

: Provide high quality ultrasound services consistent with scope of practice and clinical standards. Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication. Inspect and use equipment to ensure compliance with safety standards. Assist in compiling reports and statistics for work area. Provide health education on patient's conditions whilst upholding patient's rights and keeping to scope of practice. Participate in Quality Assurance Programme. Participate in EPMDs. Promote Batho Pele Principles in the execution of duties for effective and efficient service delivery. Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination. Promote good health practices and ensure optimal patient care. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.

ENQUIRIES

: Ms L Phungula, Assistant Director: Radiography Tel No: (031) 530 1432

APPLICATIONS

: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za

FOR ATTENTION

: Deputy Director: HRM

NOTE

: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with

disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.

- CLOSING DATE** : 14 June 2024
- POST 19/62** : **CHIEF ARTISAN GRADE A (ELECTRICIAN AND PLUMBER) REF NO: KCD 08/2024**
- SALARY** : Grade 1: R455 223 – R519 084 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : King Cetshwayo District Office (Later to be part of region 4 Maintenance Hub)
Grade A: Matric Certificate or Grade 12 (Senior Certificate). An appropriate Trade Test in terms of Manpower Training Act of 1981 as amended in Electrical & Plumbing. Ten (10) years post qualification experience required as an artisan Foreman. Valid Drivers' License. Computer Literacy MS Office Software Applications. Knowledge: Project change and financial management. Technical design, consulting report writing and analysis knowledge including compiling specifications. Computer – aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Ability to make independent decisions. Strong interpersonal, communication and presentation skills. Planning and organizing skills.
- DUTIES** : Manage technical service: Manage technical services and support in conjunction with technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standards drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit report as required. Provide and consolidate inputs to the technical operations plan. Update databases and manage Artisans and related personnel and assets. Financial Management: - Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value added of the discipline-related activities and services. People Management: Manage the develop, motivation and utilization of human resources for the discipline to competent knowledge base for the continued success of technical services according to organizational need and requirements. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
- ENQUIRIES APPLICATIONS** : Mrs NN Ngubane Tel No: (035) 787 6213
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."
- FOR ATTENTION NOTE** : Mr MTR Nzuzo
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. "Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African

Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- CLOSING DATE** : 14 June 2024
- POST 19/63** : **PROFESSIONAL NURSE - SPECIALTY (GRADE 1 OR 2) REF NO: DPKISMH11/2024 (X3 POSTS)**
Component: Theatre & CSSD Services
- SALARY** : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545- R686 211 per annum
Benefits: 13th Cheque / Service Bonus, Medical Aid: Optional, Homeowners allowance subject to meeting prescribed requirements)
- CENTRE REQUIREMENTS** : Dr Pixley ka Isaka Seme Memorial Hospital
Grade 12 Senior Certificate or equivalent. Degree/Diploma qualification that allows registration to General Nursing & Midwifery Plus a relevant post basic qualification in Operating Theatre nursing. Current Registration with SANC as a Professional Nurse (2024 receipt). A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. Successful candidate will have to spend minimum one year in service. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience as a General Nurse after obtaining one (01) year post basic qualification in Operating Theatre Nursing. **Grade 2:** A minimum of 14 (fourteen) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one (01) year post basic qualification in Operating Theatre Nursing. All successful candidates will have to spend minimum of one year in service. Recommendation: Previous experience in the following disciplines would be advantageous: orthopaedics, CSSD, recovery room, ophthalmology. knowledge, skills, training and competencies required: Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Ka Isaka Seme Memorial Hospital. Manage utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing. Instill discipline, professionalism and work ethics amongst employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S.) Maintain a constructive working with multi-disciplinary team members. Provide effective support to nursing services e.g. assist with relief duties to nursing management.
- ENQUIRIES** : Mrs YYN Ngema: Assistant Manager Nursing – Theatre & CSSD Services Tel No: (031) 530 1419

APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za

FOR ATTENTION NOTE : Deputy Director: HRM

: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.

CLOSING DATE : 14 June 2024

POST 19/64 : **PROFESSIONAL NURSE - SPECIALTY (GRADE 1 OR 2) REF NO: DPKISMH12/2024 (X1 POST)**
Component: Adult ICU & High Care & Trauma Services

SALARY : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Other benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the prescribed requirements).

CENTRE REQUIREMENTS : Dr Pixley ka Isaka Seme Memorial Hospital
Senior Certificate/Grade 12 or equivalent. Degree/Diploma qualification that allows registration to General Nursing. A relevant one (01) year Post Basic qualification in ICU registered with SANC. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2024). Four (04) years' experience in Nursing after registration as a Professional Nurse. Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. A successful candidate will have to spend minimum of one year in service. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, plus one- year ICU post basic diploma. **Grade 2:** A minimum of 14 (fourteen) year's appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred above must be appropriate/recognizable experience in the speciality after obtaining the 1 (one) year post basic qualification in ICU. Knowledge, Skills, Training and Competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Ability to work within the multidisciplinary team.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within

the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in High care/Renal unit. To nurse a critically ill patient who is ventilated, on haemodialysis and continuous-vino venous haemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/high care patient in ICU within directorate. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate.

- ENQUIRIES** : Ms PT Jali -Assistant Manager Nursing-Adult ICU, High Care & Trauma Services Tel. No: (031) 530 1428.
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director: HRM
- : The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only New Z83 and CV. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH01/2024. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof on or before the day of the interview. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Please note: the employment equity for these posts is an African Male. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. The filling of these posts is subject to availability of budget.
- CLOSING DATE** : 14 June 2024
- POST 19/65** : **CLINICAL NURSE PRACTITIONER REF NO: MKU 01/2024**
- SALARY** : Grade1: R451 533 per annum
Grade 2: R553 545 per annum
Other Benefits: 12 % Rural Allowance.13th Cheque. Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (KwaZulu - Natal)
- : Required Experience: **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and Primary Health Care. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Maternity after obtaining the 1-year Post Basic qualification in Midwifery and Neonatal Nursing Science. Knowledge, Skills and Competences

Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Provide quality comprehensive Primary Health Care by providing preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES
APPLICATIONS**

: All enquiries should be directed to Ms. K.B Mabika Tel No: (035) 595 3109
 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970, Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.

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 originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's to intension to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/ promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 14 June 2024

POST 19/66

: **CLINICAL NURSE PRACTITIONER-(HTA) REF NO: MS/01/2024**

SALARY

: R451 533 per annum. Plus 13th Cheque Medical Aid Optional, Homeowners /Housing Allowance (Employee must meet prescribed requirements).

<u>CENTRE REQUIREMENTS</u>	:	Mseleni District Hospital – Kwa Mduku Clinic (Kwa Zulu - Natal)
	:	Grade 12/ Standard 10. Degree/ Diploma in General Nursing with Midwifery. Post Basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and care accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing (no attachments on application, only Z83 and CV).
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Develop and Implement HTS Index Plan, ART treatment adherence, Literacy/disclosure and retention to care. Identify new HIV Key Population Hotspots within the sub district. Participate in Key Population risk reduction activities Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceuticals and stock. Identify and Monitor new community adherence clubs and community pick-up points. Provide assessment, testing of clients and linkage to treatment and care. Assist in orientation, induction and monitoring of all nursing and support staff. Provide direct and indirect supervision and guidance of all nursing and support staff. To provide nursing care that leads to improved health service delivery. Execute duties and functions with proficiency and perform duties according to the scope of practice.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P.S Ndonga Tel No: (035) 5741004
	:	The Assistant Director-HRM: Mseleni Hospital, P.O Sibhayi, 3967, Hand delivered applications may be submitted at Human Resources office, Mseleni Hospital.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/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 Qualification by SAQA; verification of previous and current experience from Employers and verification from the Company Intellectual Property Commission (CIPC).The employment equity target for this post is African Male (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
<u>CLOSING DATE</u>	:	14 June 2024
<u>POST 19/67</u>	:	<u>DENTAL THERAPIST REF NO: NKAH 13/2024</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum Benefits: Plus 13th cheque, Housing Allowance and Medical aid optional Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Nkandla Hospital
	:	Senior certificate (Grade 12), or equivalent qualification plus Bachelor of Dental Therapist, Certificate of registration with the HPCSA, Current and previous experience endorsed by Human Resource Department, Grade 1: no experience, Grade 2: Bachelor of Dental of Therapy and certificate of Registration with the HPCSA plus 10 years' appropriate experience after registration as a Dental Therapist, Grade 3: Bachelor of Dental Therapy and a certificate of Registration with the HPCSA plus 20 years appropriate experience after registration as a Dental Therapist. Knowledge and understanding of the legislative prescript governing the Public Service, Ability to communicate effectively with all levels of staff and the public, Computer

- Literacy, Ability to work under pressure, Presentation, Planning, and organizing skills, Ability to manage conflict and apply discipline, Decision making and problem solving skills.
- DUTIES** : Render clinical dental services within the institution, including travelling to the Clinics, ensure appropriate management and treatment of dental patients, Render quality oral health care to patients (whole spectrum, i.e. extractions scale & polish basic restorations, diagnoses and management of oral diseases, Infection Control, Waste Management, ensure appropriate referral of patients, Provide and assure quality health care and information management including generation, collection, collation and analysis of data, ensure oral health and patient education.
- ENQUIRIES** : Dr. DD Hlophe Tel No: (035) 833 5000
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
- CLOSING DATE** : 21 June 2024

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

Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>CLOSING DATE</u>	:	14 June 2024
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

<u>POST 19/68</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 91/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum
<u>CENTRE</u>	:	Colesberg Hospital Noupoort CHC
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES : The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.

ENQUIRIES APPLICATIONS : Dr D.G. Theys Tel No: (053) 830 2102
: Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office Kimberley. Applicants must complete an application register when an application is hand delivered.

POST 19/69 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 92/2024 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R656 964 per annum
: Niekershoop Clinic
: Degree/Diploma in General nursing, midwifery plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 9 years appropriate/recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/Community Health Assessment, Treatment and care. Knowledge and Skills: Knowledge of nursing care processed and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem-solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates.

DUTIES : Implementation of the following: programs FP, YFS, BANC, NIMART, HAST, PMTCT, IMCI, IPC, Q/A, HPRS, appointment system and health and safety. Provision of all services according to guideline and standards. Effective implementation of ICDM and ensure that ICDM status is met and maintained. Establishment of at least 1 chronic clubs and or adherence clubs in the community. Effective implementation of rationalization of registers in the facility Effective implementation of CCMDD and ensure that set targets of 40% NCDs and 60% ARTs are met. Participating in operation fully participation in war room meetings through monthly attendance. Effective support of community care givers with evidence of weekly meetings held e.g. attendance registers. Hold monthly meeting with the clinic committee and have evidence of these meetings. Ensure that all services are provided at the facility according to the level of the clinic. Ensure that all clients are attended to and are provided with the required services or referred according to their need. Establish effective relationships with traditional health practitioner in the area to ensure collaboration in patient care by ensuring that there is at least one member of clinic committee is traditional. Conduct monthly outreach campaigns to ensure that the service is made accessible to all clients on the hard to reach areas.

ENQUIRIES APPLICATIONS : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
: Please note applications can be hand delivered Human Resource Registry, De Aar Hospital. Van der Merwe Street, De Aar, or; P O Box 647, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

POST 19/70 : **OPERATIONAL MANAGER (SPECIALTY UNIT-TRAUMA/EMERGENCY) REF NO: NCDOH 93/2024 (X1 POST)**

SALARY : R656 964 per annum

<u>CENTRE REQUIREMENTS</u>	: De Aar Hospital : Basic R425 Qualification-Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse and Midwifery. One (01) year Post basic qualification in the speciality (Trauma & Emergency/ICU). A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in trauma and emergency (casualty) and intensive care unit (ICU), after obtaining the 1 year post-basic qualification in (Trauma & Emergency/ICU). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Recommendations: Diploma /degree in nursing administration. Knowledge, Skills and Competencies: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills.
<u>DUTIES</u>	: To exercise overall supervision on the departments, identify needs and formulate health care programs and oversee implementation thereof. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Work with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support an acceptable level of care within reasonable resources. Provide leadership in the implementation of the OHSC. Ensure proper use and control of all resources, ensuring that operations remain within budget. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Ensure implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases and trauma cases. Improve management of trauma and casualty cases. Ensure implementation of guidelines, triaging and resuscitation protocols. Ensure management and effective running of trauma and casualty unit.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206 : Please note Applications can be hand delivered Human Resource Registry, De Aar Hospital. Van der Merwe Street, De Aar, Or; P O Box 647, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.
<u>POST 19/71</u>	: <u>ASSISTANT DIRECTOR: FORENSIC ANALYSIS GRADE 1-2: REF NO: NCDOH 94/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: Grade 1: R605 550 per annum : ZF Mgcawu District, Upington : Be in possession of three (3) Degree or Diploma recorded on the National Learner Record Database on NQF level 6 or higher in Natural Science, Criminology, Forensic Investigation / Science and Criminal Justice, Experience in the relevant field will be an added advantage with a minimum of 3-5 years' experience at supervisory level. A valid B (08) driver's licence is an inherent requirement. Skills Profile: Completed 3 year post matric qualification, Computer Literacy, Managerial and planning skills, Good working knowledge of relevant legislation, regulations and policies governing medico-legal procedures and investigations, Ability to communicate clearly and discreetly in person and in writing ability to achieve and maintain good interpersonal working relations with staff and stakeholders, with knowledge of Batho Pele Principles, Knowledge of professional and ethical code of conduct.
<u>DUTIES</u>	: Conduct support visits for monitoring and evaluation to strengthen Forensic Services, Coordinate services and direct resources for collection and transportation of corpses in the region, optimally equip all Forensic mortuaries

in the region with tools of trade for effective functioning, provide leadership and strategic direction by managing administer EPMDs and overtime, Consolidation and submission of reports from mortuaries in the region.

ENQUIRIES : Mr M Ntintelo Tel No: (053) 831 2884
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office, Kimberley. All Applicants must complete an application register when an application is hand delivered.

POST 19/72 : **EMS SUB-DISTRICT MANAGER REF NO: NCDOH 95/2024 (X1 POST)**

SALARY : Grade 1: R455 079 per annum
Grade 2: R532 815 per annum

CENTRE : Ems Postmasburg, ZF Mgcawu Health District Office
REQUIREMENTS : Successful completion of the ECT course that allows registration with the HPCSA as Emergency Care Technician, or successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Emergency Care Technician (ECT) or Paramedic. Experience: Grade 2: Registered as ECT: 3 years after registration with the HPCSA as ECT. Registered as Paramedic: 3 years after registration with the HPCSA as Paramedic.

DUTIES : Effective Emergency Medical Services Management, Effective Human Resource Management, Effective Financial Management, Effective Communication, Effective liaison with all stakeholders.

ENQUIRIES : Mr M Ntintelo Tel No: (053) 831 2884
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office, Kimberley. All Applicants must complete an application register when an application is hand delivered.

POST 19/73 : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 96/2024 (X1 POST)**

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : L Adams Clinic
REQUIREMENTS : **Grade 1:** Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable Experience as a General Nurse. **Grade 2:** Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.

ENQUIRIES : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

APPLICATIONS : Please note applications can be hand delivered Human Resource Registry, De Aar Hospital. Van der Merwe Street, De Aar, Or; P O Box 647, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

POST 19/74 : **EMS SHIFT LEADER GRADE 3 REF NO: NCDOH 97/2024 (X1 POST)**

SALARY : R317 751 per annum
CENTRE : EMS Kakamas, ZF Mgcawu District
REQUIREMENTS : Successful completion of the Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant. Registration with the HPCSA as Ambulance Emergency Assistant (AEA). Experience: Grade 3: 3 years after registration with the HPCSA as Ambulance Emergency Assistant (AEA).

DUTIES : Effective Emergency Medical Services Management, Effective Human Resource Management, Effective Financial Management, Effective Communication, Effective liaison with all stakeholders.

ENQUIRIES : Mr M Ntintelo Tel No: (053) 831 2884
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office, Kimberley. All Applicants must complete an application register when an application is hand delivered.

POST 19/75 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 98/2024 (X5 POSTS)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
CENTRE : Colesberg Hospital (X1 Post)
De Aar Hospital (X1 Post)
Carnarvon PHC (X1 Post)
Richmond CHC (X1 Post)
Douglas CHC (X1 Post)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. **Grade 3:** A minimum of 20 Years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Skills Profile: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care), implement standards, practices criteria and indicators for quality nursing (quality of practice), practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care, maintain a constructive working relationship with nursing and other stakeholders, utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
APPLICATIONS : Please note applications can be hand delivered Human Resource Registry, De Aar Hospital. Van der Merwe Street, De Aar, Or; P O Box 647, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

POST 19/76 : **PROFESSIONAL NURSES (GENERAL NURSING) REF NO: NCDOH 99/2024 (X4 POSTS)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

- CENTRE REQUIREMENTS** : ZF Mgcawu Health District
 : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, Registration with the SANC as Professional Nurse, A valid B (08) driver's licence is an inherent requirement. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Skills Profile: Good Communication skills, Report writing skills Facilitation skills, Co-ordination skills, Liaison skills, Networking skills, Problem solving skills, Information Management, Knowledge Management, Planning & Organising, Computer Literacy.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care, implement standards, practices, criteria and indicators for quality nursing (quality of practice), Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care, maintain a constructive working relationship with nursing and other stakeholders, Utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr. F. van Neel Tel No: (054) 337 0600
 : Applications must be hand delivered at 52 Schroder Street, (Old Gordonia Hospital) ZF Mgcawu District Office, Uppington. All applicants must complete an application register when an application is hand delivered.
- POST 19/77** : **ENROLLED/STAFF NURSE REF NO: NCDOH 103/2024 (X1 POST)**
- SALARY** : Grade 1: R209 112 per annum
 : Grade 2: R248 613 per annum
 : Grade 3: R290 805 per annum
- CENTRE REQUIREMENTS** : Colesberg Hospital
 : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff/Enrolled Nurse. **Grade 3:** A minimum of 20 Years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled/Staff Nurse. Skills Profile: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- ENQUIRIES APPLICATIONS** : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
 : Please note applications can be hand delivered Human Resource Registry, De Aar Hospital. Van der Merwe Street, De Aar, Or; P O Box 647 De Aar 7000. Applicants must complete an application register when an application is hand delivered.

POST 19/78 : **FORENSIC PATHOLOGY OFFICER GRADE 1-2 REF NO: NCDOH 102/2024 (X1 POST)**

SALARY : R205 773 – R239 658 per annum
CENTRE : Forensic Pathology Services Upington, ZF Mgcawu Health District Office
REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Matric Certificate, a valid Driver's License. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in service training that allows for the required registration with the HPCSA where applicable in the relevant profession.

DUTIES : Forensic Pathology Assistant/s -Effectively and efficiently collect the deceased, which includes the physical collection, processing and safekeeping of corpses, information exhibits, property from the incident scenes, etc. Admit, store and release corpses in accordance to protocols and guidelines. Assist Forensic Pathologists with the conducting of autopsies and identification procedures in accordance to standards and guidelines. Clean the autopsy room and equipment according to health and safety requirements. Carry out the pre and post mortem preservation of dead bodies. Proper and accurate completion of the necessary documentation and statements, optimal control of reports and specimen during forensic process in adherence to chain of evidence protocols. Adhere to the Occupational Health and Safety Act and all work related protocols at all times. Render support to the management structure for efficient forensic pathology services.

ENQUIRIES : Mr M Ntintelo Tel No: (053) 831 2884
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office, Kimberley. All Applicants must complete an application register when an application is hand delivered.

POST 19/79 : **EMERGENCY CARE OFFICER REF NO: NCDOH 100/2024 (X4 POSTS)**

SALARY : Grade 1: R177 714 per annum
Grade 3: 206 619 per annum
CENTRE : Pixley Ka Seme District:
EMS De Aar (X1 Post)
EMS Phillipstown (X1 Post)
EMS Noupoort (X1 Post)
EMS Richmond (X1 Post)

REQUIREMENTS : **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as a Basic Ambulance Assistant (BAA) **Grade 3:** None after registration with the HPCSA as an Ambulance Emergency Assistant. A Valid code 10 Drivers Licence with PDP. A Valid C1 Drivers Licence with PDP.

DUTIES : Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift. Candidates are also expected to undergo through physical and Medical surveillance.

ENQUIRIES : Mr M Ntintelo Tel No: (053) 831 2884
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office, Kimberley. All Applicants must complete an application register when an application is hand delivered.

NOTE : Candidates are expected to write an assessment test, physical test and driving assessment during interviews. Have no criminal record (Attach proof/clearance certificate only for the shortlisted candidates).

<u>POST 19/80</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 REF NO: NCDOH 101/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<u>CENTRE</u>	:	Ems Postmasburg, ZF Mgcawu Health District Office
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA (Health Professional Council of South Africa) as a Basic Ambulance Assistant (BAA) Grade 3: None after registration with the HPCSA as an Ambulance Emergency Assistant. A Valid code 10 Drivers Licence with PDP. A Valid C1 Drivers Licence with PDP.
<u>DUTIES</u>	:	Effective pre-hospital Emergency Care Service, Maintenance of Emergency Vehicles and Equipment, Effective Communication with regards to patients, colleagues, other services and members of the public, effectively maintaining Admin Function, Effective support of supervisor.
<u>ENQUIRIES</u>	:	Mr M Ntintelo Tel No: (053) 831 2884
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building, Provincial Office, Kimberley. All Applicants must complete an application register when an application is hand delivered.
<u>POST 19/81</u>	:	<u>NURSING ASSISTANT GRADE REF NO: NCDOH 105/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Carnarvon CHC (X1 Post) Carnarvon PHC (X1 Post) Van Wyksvlei PHC (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the SANC as Nursing Assistant. Shortlisted candidates will be required to submit current proof of registration with SANC as a Nursing assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with SANC as a nursing assistant. Grade 3: A minimum of 20 years' experience after registration with SANC as a nursing assistant. Skills Profile: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care): Maintain hygiene of patient; Provide nutrition; Assist with mobility; Assist with elimination processes. Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of oral medication); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES</u>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered Human Resource Registry, De Aar Hospital. Van der Merwe Street, De Aar, Or; P O Box 647, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

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

In line with the Employment Equity Plan of the Department of Health and Wellness, it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 19/82 : **MEDICAL SPECIALIST: (ORTHOAEDIC SURGERY) GRADE 1 TO 3**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Inherent requirements of the job: Valid South African (Code B/EB) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to manage all orthopaedic trauma cases comprehensively. Proven leadership abilities and experience in the supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public Health policies, guidelines and related prescripts to manage resources effectively. Computer literacy.

DUTIES : Ensure an efficient and cost-effective Orthopaedic Surgery service of high quality with a patient-centred focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centres in the Drainage area of Worcester Hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Dr A Troskie Tel No: (023) 348 1121

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 may be subjected to a practical test and/or competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 21 June 2024

<u>POST 19/83</u>	:	<u>ARCHITECT PRODUCTION GRADE A TO C</u> Directorate: Infrastructure Programme Delivery (Contract until 30 April 2027)
<u>SALARY</u>	:	Grade A: R721 476 per annum Grade B: R821 142 per annum Grade C: R925 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Project Office Tygerberg Redevelopment Minimum educational qualification: Bachelor's degree in architecture or relevant qualification. Registration with a professional council: Registration as a Professional Architect with the South African Council for the Architectural Professions (SACAP). Experience: Grade A: At least 3 years of appropriate/recognisable experience in this profession after qualification. Grade B: At least 14 years of appropriate/recognisable experience in this profession after registration with SACAP as a professional. Grade C: At least 26 years of appropriate/recognisable experience in this profession after registration with the SACAP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Physically fit to be able to walk on site(s). Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions, and presentations in English. Sound interpersonal and good verbal and written communication skills. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, including interaction with relevant professional development boards/councils.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms U Kuschke – Ulrike.Kuschke@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 14 June 2024
<u>POST 19/84</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALITY (SPECIALTY AREA: THEATRE)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Experience: A minimum of 9 years of appropriate/ recognisable experience in Nursing after registration

as a Professional Nurse and Midwife with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight into relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

ENQUIRIES : Ms F Baartman Tel. No: (021) 938-4055
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 may be required to do a practical test and will be subjected to a Competency Assessment.

CLOSING DATE : 21 June 2024

POST 19/85 : **OPERATIONAL MANAGER NURSING SPECIALITY (SPECIALTY AREA: ORTHOPAEDICS)**

SALARY : R656 964 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays
 Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

ENQUIRIES : Ms F Baartman Tel. No: (021) 938-4055
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 may be required to do a practical test and will be subjected to a Competency Assessment.

CLOSING DATE : 21 June 2024

POST 19/86 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: PAEDIATRICS)
(X2 POSTS)**

SALARY : R656 964 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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 may be required to do a practical test and will be subjected to a Competency Assessment.

CLOSING DATE : 21 June 2024

POST 19/87 : **OPERATIONAL MANAGER NURSING SPECIALTY (SPECIALTY AREA:
OPD: OPHTHALMOLOGY)**

SALARY : R656 964 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict-resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing service as an Operational

Manager in an ophthalmology setting. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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 may be required to do a practical test and will be subjected to a Competency Assessment.
CLOSING DATE : 21 June 2024

POST 19/88 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Cape Winelands Health District

SALARY : R656 964 (PN-B3) per annum
CENTRE : Wellington CDC, Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, and communication skills, and a strong sense of responsibility. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery. Improve quality of services.

ENQUIRIES : Ms. S Theron Tel No: (021) 862-4520
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 may be required to do a practical test and will be subjected to a Competency Assessment
CLOSING DATE : 21 June 2024

POST 19/89 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
 Cape Winelands Health District

SALARY : Grade 1: R451 533 per annum
 Grade 2: R553 545 per annum
 (plus a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE : Ceres Hospital, Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a

professional council: Registration with the SANC as a Professional Nurse.
 Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Ceres Hospital and Health Care facilities in the Witzenberg Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers. Coordination of mental health forms and ensuring adherence to the prescribed timeframes according to law.

ENQUIRIES : Mr GH Vermeulen Tel No. (023) 316-9600
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. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Advanced Psychiatric Nursing Science with the South African Nursing Council."

CLOSING DATE : 21 June 2024

POST 19/90 : **ASSISTANT DIRECTOR: SCM (OPERATIONS)**
 Chief Directorate: Supply Chain Management

SALARY : R444 036 per annum
CENTRE : Western Cape Health Warehouse Tygerberg
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in business operations/and or government operations with a similar strategic value. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies(knowledge/skills): Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/LOGIS. Supervisory skills. Excellent written and verbal communication skills including report writing. Analytical skills (with particular focus on numerical accuracy, data analysis, data sets and other relevant information). Sound problem-solving skills. Presentation skills. Ability to work under pressure.

DUTIES : Manage the general operations in the Warehouse, including the supply chain management of clinical consumables. Ensuring an effective and efficient holistic financial monitoring service. Manage staff and section outputs (Human Resource Management). General management and supervision functions. Monitor and implement best warehouse practices continuously. Reporting.

ENQUIRIES : Mr Q Manuel on Quinton.Manuel@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 the post. Candidates will be required to do a practical test.

CLOSING DATE : 14 June 2024

- POST 19/91** : **ASSISTANT DIRECTOR: SCM (PROCUREMENT)**
Chief Directorate: Supply Chain Management
- SALARY** : R444 036 per annum
CENTRE : Western Cape Health Warehouse, Tygerberg
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in business operations/and or government operations with a similar strategic value. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies(knowledge/skills): Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel, PowerPoint and good working knowledge of BAS/SYSPRO/LOGIS. Supervisory skills. Excellent written and verbal communication skills including report writing. Analytical skills (with particular focus on numerical accuracy, data analysis, data sets and other relevant information). Sound problem-solving skills. Presentation skills. Ability to work under pressure.
- DUTIES** : Manage and ensure compliant procurement processes for the Warehouse, including the control and safeguarding of stock and assets. Manage and report on all relevant procurement planning and demand management processes with regard to the Warehouse. Manage staff and section outputs (Human Resource Management). General management and supervision functions. Reporting.
- ENQUIRIES** : Mr Q Manuel on Quinton.Manuel@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 the post. Candidates will be required to do a practical test.
- CLOSING DATE** : 14 June 2024
- POST 19/92** : **SENIOR PERSONNEL PRACTITIONER (TALENT SOURCING)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R376 413 per annum
CENTRE : Office of the Chief Director, Bellville Health Park
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree or equivalent qualification in Human Resources Management. Experience: Appropriate experience in Talent Sourcing and knowledge of Establishment Management. Appropriate experience in a supervisory position. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Appropriate knowledge of PERSAL. Competencies(knowledge/skills): Computer skills – intermediate to advanced (MS Office, Excel and PowerPoint). Appropriate knowledge of HR Policies, procedures, and practices relevant to Establishment and Recruitment and Selection. Good organisational and advanced writing skills.
- DUTIES** : Render an effective and efficient advisory support service with regard to Recruitment and selection. Implement and maintain the Online Recruitment and selection systems within the Department of Health. Provide effective Human Resource representation during the Recruitment and selection processes including all logistical arrangements. Draft submissions for the filling of all posts. Scrutinise motivations and accompanying documentation. Identify areas of need and implement training programmes and information sessions on existing and new policies and prescripts. Supervision of staff. -Investigate grievances with respect to Recruitment and Selection processes. Assist with establishment management functions.
- ENQUIRIES** : Ms JL Julies Tel No: (021) 815-8760
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 the post.
CLOSING DATE : 21 June 2024
- POST 19/93** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
Chief Directorate: Supply Chain Management
- SALARY** : R376 413 per annum
CENTRE : Western Cape Health Warehouse, Tygerberg

- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying with due dates.
- DUTIES** : Manage and ensure compliant acquisition management/ contract management within the Western Cape Health Warehouse. Manage all related human resource management functions as well as provide a support service to the Warehouse Manager. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
- ENQUIRIES** : Mr Q Manuel at Quinton.Manuel@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. Candidates may be required to do a practical test.
- CLOSING DATE** : 14 June 2024
- POST 19/94** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (FINANCE/PAYMENTS)**
Chief Directorate: Supply Chain Management
- SALARY** : R376 413 per annum
- CENTRE** : Western Cape Health Warehouse, Tygerberg
- REQUIREMENTS** : Minimum educational qualifications: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
- DUTIES** : Manage and ensure financial compliance and financial governance within the Western Cape Health Warehouse. Manage all related human resource management functions. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse-related stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
- ENQUIRIES** : Mr Q Manuel at Quinton.Manuel@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. Candidates may be required to do a practical test.
- CLOSING DATE** : 14 June 2024
- POST 19/95** : **DRG COSTING SPECIALIST**
Directorate: Management Accounting
- SALARY** : R376 413 per annum
- CENTRE** : Sub-Directorate: Billing System Support, Compliance Auditing and Training (Based at Western Cape College of Nursing, Stikland)
- REQUIREMENTS** : Minimum educational qualification: An appropriate four-year National Diploma or three-year Degree in a health-related field or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management in the public or private healthcare sector. Appropriate experience

in clinical procedural costing in South Africa. Appropriate experience with using the Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies(knowledge/skills): Advanced knowledge of computer literacy skills in MS Excel and Word. Skills in research and analytical thinking. The ability to analyse information, solve problems and to prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures to produce a cost outcome. Public health care costing of high volume and high resource services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Assess health service utilisation to measure the cost of comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Accurate record-keeping and general office and ad-hoc duties. Procedural observation and interviews to gain costing insights.

DUTIES

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**ENQUIRIES
APPLICATIONS**

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NOTE

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CLOSING DATE

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POST 19/96

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SENIOR ADMINISTRATIVE OFFICER: SCM (SYSTEMS)
Chief Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

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R376 413 per annum
Western Cape Health Warehouse, Tygerberg
Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) driver's licence. Competencies(knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel, and Microsoft Office). Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying with due dates.

DUTIES

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**ENQUIRIES
APPLICATIONS**

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NOTE

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CLOSING DATE

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POST 19/97

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ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X11 POSTS)
Chief Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

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R216 417 per annum
Western Cape Health Warehouse, Tygerberg
Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge of administrative and/or support duties in a store/warehouse.

- Knowledge in administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment.
- DUTIES** : Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient warehouse-related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
- ENQUIRIES** : Mr Q Manuel at Quinton.Manuel@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. Candidates may be required to do a practical test.
- CLOSING DATE** : 14 June 2024
- POST 19/98** : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
- REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources Administration. Appropriate administrative support experience in People Development or Labour Relations. Inherent requirement of the job: PERSAL and PERSAL Introduction certificate. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, the Public Service Act, Public Service Regulations, and Collective Agreements regarding personnel- and salary administration. Computer literacy in MS Office package, email and internet. Ability to meet deadlines and to maintain confidentiality. Knowledge of basic Labour Relations matters. Knowledge of Skills Development Act. Collective Agreements regarding personnel- and salary administration.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Maintenance of registers, i.e. PILIR, RWOEE, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resources and Personnel matters. Provide an effective support service to the supervisor (i.e. relief duties and attending meetings). Assist with Training Needs Analysis, Compiling of Quarterly Monitoring Reports and Workplace Skills Plan. Co-ordination of meetings, taking minutes, typing and dissemination of minutes after the meeting. Maintain grievance and disciplinary database.
- ENQUIRIES** : Mr N Jooste Tel No: (021) 937-3144
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : A practical test will form part of the interview process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 June 2024
- POST 19/99** : **TRADESMAN AID**
Central Karoo District
- SALARY** : R155 148 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualifications: NQF 03 (Grade 10 or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's licence. Willingness to travel and work at all Public Health Institutions within the Central Karoo District. Competencies (knowledge/skills): Ability to function independently, plan (proactive) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations. Sound knowledge of hospital plant, laundry equipment and machinery.
- DUTIES** : Routine Maintenance and repairs of equipment, plant, and tools. Electrical, Mechanical, Plumbing, Building and Infrastructure maintenance and repairs.

Ensure an organised and neat workshop/office space. Job Requisitions & Administrative duties and functions. Occupational Health and Safety. Support to Supervisor.

ENQUIRIES : Mr. C Makwela Tel No: (023) 414-8200
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. Short-listed applicants will be subjected to a practical test.

CLOSING DATE : 21 June 2024

POST 19/100 : **GENERAL WORKER STORES: SCM (X12 POSTS)**
 Chief Directorate: Supply Chain Management

SALARY : R131 265 per annum
CENTRE : Western Cape Health Warehouse, Tygerberg
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits. Competencies(knowledge/skills): Ability to read and write.

DUTIES : Loading and offloading of stock on the trucks and vans. Move goods to and from different sections via a pallet jack or forklift. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the warehouse area.

ENQUIRIES : Mr Q Manuel at Quinton.Manuel@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 the post.
CLOSING DATE : 14 June 2024